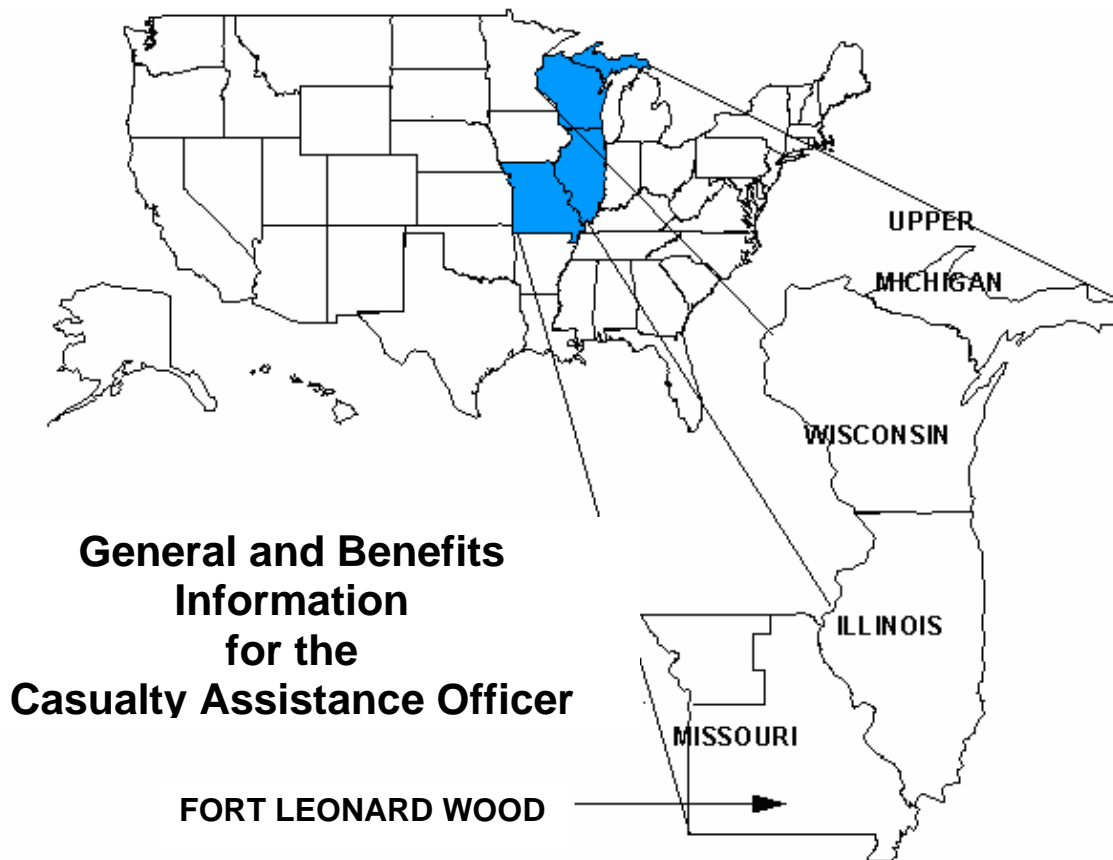


FORT LEONARD WOOD CASUALTY ASSISTANCE CENTER (CAC)



Fort Leonard Wood Casualty Assistance Center
Commercial (573) 596-0134/0138
Direct Service Network 581-0134/0138
Toll Free 1-800-350-7746
Facsimile (573) 596-2058
atztagca@wood.army.mil
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24 October 2006

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General and Benefits Information

Financial Assistance. To meet a financial emergency, the primary next of kin (PNOK) may receive financial assistance from the Army Emergency Relief (AER). Financial assistance provided by AER will be temporary, based on immediate needs.

Authorization for Disclosure of Information. The Army occasionally receives requests from private individuals/organizations for information about how to contact survivors of Soldiers who die while serving in an active status. These private individuals/organizations may make offers of gifts, grants, scholarships and other such services as an effort to demonstrate support and condolence to family members. It is the Army's policy not to release personal information to third parties without permission.

Benefits of Signing Disclosure Form. The following benefits are among those for which PNOK of those who are killed in OIF/OEF may be eligible. In order to avail themselves of these benefits, the PNOK must sign the release authorizing the Army to disclose their personal information. Remember that if the PNOK is a spouse with children then the names of the children must be included on the disclosure form.

- Intrepid Museum Foundation: \$11,000 unrestricted per family and scholarships for all KIA spouses and children. Some non-battle death spouses and children also qualify.
- State of Florida: Pre-paid scholarships to in-state schools for qualifying Florida resident families.
- NASCAR Plaques: 1 plaque per family
- Creative Edge Master Shop: Memorial plaques given to families
- I Cried Too: Grief recovery material (book, CD and stuffed animal) mainly for children.
- Freedom Quilts: National project created by one woman that provides handmade memorial quilts to all PNOK
- Suse1-Q Inspirations: Mourning Dove lapel pin with card description
- One-United Charity: CD on healing from a loss
- Armed Forces Services Corporation: Financial Counseling (provided to the PNOK of all Active Duty (AD) Deceased Soldiers)
- Tragedy Assistance Program for Survivors (TAPS): Peer support (provided to the PNOK of all AD Deceased Soldiers)
- State of Illinois Death Benefit: Effective 18 October 2004, the State of Illinois established a new death benefit for Illinois resident Armed Forces members who are killed in line of duty in connection with either OPERATION ENDURING FREEDOM or OPERATION IRAQI FREEDOM. The amount of this death benefit depends on the date of death, and ranges from \$118,000 to in excess of \$259,000. The death benefit may be claimed either by the member's designated beneficiary or in absence of a designation certain family members in accordance with the State of Illinois Line of Duty Compensation Act (LODCA), 820 ILCS 315/1, et.seq. Claims must be filed within 1 year of the member's death. Members killed prior to the effective date have until 17 October 2005 in which to have their claims filed with the Illinois Court of Claims. Eligible deaths extend back to the beginning of Operation Enduring Freedom in 2001. Application can be found at www.sos.state.il.us click "Departments" then "Court of Claims. Office of Lt. Governor, 214 State House, Springfield, IL 62706; (217) 782-7884 [Fax 217-524-6262] OR the Office of Lt. Governor, James R. Thompson Center, 100 W. Randolph, 15-200, Chicago, IL 60601; (312) 814-5220 [Fax 312-814-4862].

Acceptance of Gift of Membership in the Armed Forces Services Corporation (AFSC).

Army Emergency Relief (AER) has sponsored a gift of lifetime membership in the Armed Forces Services Corporation (AFSC) for the surviving spouse and/or children at no cost to the family. In accepting AER's unique gift of membership in AFSC, the PNOK must complete and fax a form indicating acceptance of AER's Gift Membership in the AFSC and release of information. The

AFSC will calculate and project the government survivor benefits and provide a printout for the surviving family members. The printout will reflect the family's projected integrated stream of lifetime survivor benefits (i.e. Survivor Benefit Plan; Social Security; Veterans Affairs Dependency and Indemnity Compensation; and Veterans Affairs Dependent Education Benefits)

Death Gratuity (DG). The DG is a lump-sum payment made by the Department of the Army to the survivors of a Soldier who dies on AD, AD for training, inactive duty for training, or within 120 days after release from AD, if the death is due to service-connected disability. The purpose of this payment is to assist the survivors in meeting immediate living expenses. Effective January 6, 2006, the President signed into law the National Defense Authorization Act (NDAA) of 2006. The NDAA 2006 establishes the DG for ALL Soldiers who die on AD to \$100,000.00. Death Gratuity is excludable from gross income for tax purposes. By law, only certain persons are eligible to receive DG payments, and an order of precedence has been established.

Payment is made to survivors of deceased Soldiers in the following order:

- ✓ Soldier's lawful spouse
- ✓ Child/children of the Soldier, regardless of age or marital status, in equal shares
- ✓ Parents, or brothers and/or sisters, or any combination as designated by the deceased Soldier
- ✓ Father or mother through adoption in equal shares
- ✓ Any person who stood "in loco parent is" for not less than 1 year at any time before the Soldier's entry into active service
- ✓ Brothers and sisters of half blood and those through adoption
- ✓ Surviving parents, in equal shares
- ✓ Brothers and sisters, in equal shares

A lump sum gratuitous payment is also made to eligible beneficiaries of a retiree:

- ✓ When death occurs within 120 days after a Soldier retires and
- ✓ Only if the VA determines death was caused by an illness or injury incurred while the retiree was on AD

The DG payment for retirees is made in the following order:

- ✓ Member's lawful surviving spouse
- ✓ Child/children of the member, regardless of age or marital status, in equal shares
- ✓ Parents, or brothers and/or sisters, or any combination as designated by the deceased member

The claim forms required to apply for this benefit are DD Form 397, Claim Certification and Voucher for Death Gratuity Payment, VA Form 21-534, Application for Dependency and Indemnity Compensation or Death Pension and Accrued Benefits by Surviving Spouse or Child, or VA Form 21-535, Application for Dependency and Indemnity Compensation by Parent(s).

In the case of a spouse residing with the Soldier in the vicinity of the member's duty station at time of death or if there is no surviving spouse or children and the Soldier has designated his or her natural parents to receive the DG, it will be paid to eligible recipients within 72 hours by the local Finance and Accounting Office (FAO) unless a VA determination is required. The CAO will personally deliver the check to the intended recipient.

When payment is not delivered by the CAO, DD Form 397, Claim Certification and Voucher for DG Payments will be automatically mailed to the persons entitled to the DG pay. If authorized, payment may be expected within 90 days after the completed application has been returned.

Burial. When a soldier dies on AD, the military will provide the following:

- Preparation and disposition of the remains; casket; and transportation to a place designated by the Person Authorized to Direct Disposition (PADD). In compliance with 10 USC, 1482, the order of precedence for determining the PADD is as follows:

- The first person in the PADD order of precedence for both married and unmarried Soldiers will be the person designated on the DD Form 93. The Soldier can designate any blood relative or the spouse (if married).
- When the person designated by the Soldier declines to be the PADD or the designated person doesn't survive the Soldier, then the order of precedence prescribed below will take effect.
 - ✓ Surviving spouse, even if a minor.
 - ✓ Sons or daughters who have reached the age of majority in the order of seniority (age).
 - ✓ Parents in order of seniority (age) unless legal custody was granted to another person by reason of court decree or statutory provision. The person to whom custody was granted remains the PADD despite the fact that the Soldier had reached the age of majority at the time of death. Step-parents serve in loco parentis and are not parents.
 - ✓ That blood or adoptive relative of the individual who was granted legal custody of the individual by reason of a court decree or statutory provision. The person to whom custody was granted remains the PADD despite the fact that the Soldier had reached the age of majority at the time of death. Step-parents serve in loco parentis are not parents.
 - ✓ The elder sibling who has reached the age of majority in the order of seniority (age). When the deceased person has full siblings, half-siblings, or step-siblings, the order of precedence is the full siblings by seniority then the half-siblings by seniority. Step-siblings are not eligible to direct disposition of remains. Adopted siblings are treated the same as full siblings when adopted by both of the deceased person's biological parents. Adopted siblings are considered as half-siblings when adopted by only one of the deceased person's biological parents.
 - ✓ Grandparents in order of seniority.
 - ✓ Other adult blood relatives in order of relationship to the individual under the laws of the deceased's domicile. When two individuals are of equal relationship, priority will be determined by age.
 - ✓ Remarried surviving spouse. For this directive, the remarried surviving spouse is one who wasn't divorced from the deceased and has remarried at the time disposition of remains is to be made. The latter would apply to the case of a Soldier who has been declared deceased, body not recovered, and whose remains are later recovered and identified.
 - ✓ Person in loco parentis.
 - ✓ Legal representative of the estate may make disposition of remains when all efforts to identify or locate a person designated on the DD Form 93 or in categories (a) through (i) are unsuccessful. The legal representative must be properly appointed by a civil court having jurisdiction of the decedent's estate. The legal representative of the estate will submit a claim to direct disposition of the remains through the CAC.
 - ✓ Personal friend of the deceased when the remains aren't claimed by a person designed on the Soldier's DD 93 or in (a) through (j). The Chief, Disposition Branch will determine the PADD whenever the PADD will be someone other than a blood relative of the decedent.
 - ✓ When the person designated on the Soldier's DD Form 93 and all known persons in categories (a) through (k) relinquish disposition authority or can't be identified or located, then disposition of the remains will be made by the administrative determination of the Chief, Disposition Branch.

- ✓ When the person designated by the Soldier on the DD Form 93 and the highest in the order listed in (a) through (j) declines in writing to direct the disposition of remains, the authority will be offered to the next person in order of priority.
 - Cremation and an urn
 - A U. S. Flag to drape the casket and a flag box containing ribbons/badges awarded to the deceased
 - Military honors
 - Burial in any National Cemetery for the soldier and eligible family members (provided space is available)
 - A regulation Government headstone or marker

Burial Costs. If the Army assumes responsibility for the remains, they will prepare, casket, and ship the remains at no cost to the family. Additionally, an interment allowance is provided based on the type of cemetery selected. A maximum (reimbursable) allowance of \$4,850 if burial is in a non-Government cemetery; \$3,450 in a National or Government cemetery; \$850 if remains are not consigned to a funeral home and are casketed, prepared, and shipped direct to a National or Government cemetery. If the PADD assumes responsibility for the preparation, casketing, and shipment of remains, they can be reimbursed up to a maximum of \$7,700, plus whatever it would have cost the Government to transport the deceased to final destination. The maximum allowance is \$6,200 if burial is made in a National or Government cemetery.

Burial benefits in a National Cemetery include a gravesite in any of 120 national cemeteries with available space, opening and closing of the grave, perpetual care, a Government headstone or marker, a burial flag, and a Presidential Memorial Certificate, at no cost to the family. Burial benefits available for spouses and dependents buried in a National Cemetery include burial with the veteran, perpetual care, and the spouse or dependent's name and date of birth and death inscribed on the veteran's headstone, at no cost to the family.

Burial benefits in a private cemetery include a Government headstone or marker, a burial flag, and a Presidential Memorial Certificate, at no cost to the family.

The Department of Veterans Affairs (VA) furnishes upon request, at no charge to the applicant, a Government headstone or marker for the grave of any deceased eligible veteran in any cemetery around the world. When burial or memorialization is in a national, post, or state veterans' cemetery, the cemetery officials based on inscription information provided by the NOK will order a headstone or marker. When burial is in a private cemetery, the funeral director normally orders the headstone or marker. Spouses and dependents buried in a private cemetery are not eligible for a Government furnished headstone or marker. VA Form 40-1330, Application for Standard Government Headstone or Marker is used to request Government headstone or marker.

Interment Allowances. See that the PADD has a copy of DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) to use to submit a claim for funeral and interment allowance. Pertinent bills or receipts must be submitted with the DD Form 1375. Submit the claim to the CAC. When the NOK of a person entitled to mortuary benefits elects to personally make all arrangements for the disposition of remains, the Army will reimburse the NOK for expenses incurred for the removal, preparation including embalming, casket and transportation to common carrier, in the amount of the contract price (if one is in effect) or \$1750, whichever is less. The Army will reimburse the amount it would have cost the Government to ship the deceased to final destination and the interment allowance.

Transportation of Remains. If the Army assumes responsibility for preparation of remains, all transportation will be paid. An Escort Officer will be appointed to ensure the remains of the deceased Soldier are safeguarded and properly moved from the time of release from the preparing mortuary/contract funeral home until delivery to the receiving funeral home selected by the PADD.

If the family assumes responsibility, they will be reimbursed what it would have cost the Government to transport the remains.

Funeral Travel. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty.

"Eligible relative", as used in this paragraph, means:

- The deceased member's surviving spouse (including a remarried surviving spouse);
- Children who are unmarried and
 - Under age 21.
 - Under age 23 and a student dependent meeting the requirements in dependent definition below; or
 - Incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.
- The parent or parents of the deceased member as defined in 37 USC §401(b)(2) (see definition below);

Definitions:

Child includes -

- ✓ A biological child of the Soldier;
- ✓ A stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);
- ✓ An adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and
- ✓ An illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed by regulation.

Funeral includes:

- ✓ An interment of casketed or cremated remains.
- ✓ A placement of cremated remains in a columbarium.
- ✓ A memorial service when the Soldier's remains are determined to be nonrecoverable by CDR AHRC (TAPC-PED) not recovered or cannot be individually identified and the Soldier is included in the burial of commingled remains.
- ✓ A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

Parent includes:

- ✓ A natural parent of the member;
- ✓ A stepparent of the member;
- ✓ A parent of the member by adoption;
- ✓ A parent, stepparent, or adopted parent of the spouse of the member; and
- ✓ Any other person, including a former stepparent, who has stood in loco parent, is to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

An attendant accompanying an eligible relative provided travel and transportation allowances for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

- ✓ The accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reason acceptable to the Authorizing Official; and
- ✓ There is no other eligible relative of the deceased member traveling to the burial ceremony that is eligible for travel and transportation allowances and is qualified to serve as the attendant.

Travel time includes the days required travel to the interment site and the days to travel to return to their home. The travel and per diem is for 2 days at the interment site. Accordingly, for a typical CONUS family funeral travel would be 4 days and three nights.

Individuals traveling are authorized one, or a combination, of the following for authorized round trip travel:

- ✓ Transportation-in-kind.
- ✓ Reimbursement for the cost of personally procured commercial transportation.
- ✓ Automobile mileage rate for the official distance traveled by privately owned conveyance.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel.

For current deaths, the CAC responsible for the geographic area where the authorized travelers are residing issues the invitational travel orders for funeral travel.

Honors for Deceased Soldiers at Civilian Airports. The Escort Officer and the Casualty Assistance Officer will form a team to render appropriate honors when AD Soldiers arrive at civilian airports. This team will also assist with handling the casket.

Military Honors. Deceased AD soldiers are entitled to full military funeral honors at their funerals. You should coordinate closely to ensure key tasks are monitored. A flag to drape the casket should be sent with the remains. Additional flags authorized by Law will be provided by the Military Funeral Honors Team for an AD soldier. Do not offer or promise flags or cases to any one other than the surviving spouse, biological parents of the deceased, or PADD of an AD soldier. The PNOK of an AD soldier may need assistance at intermediate points en route to the place of burial and return. The CAO should contact the CAC providing the mode of travel, time of arrival, location, etc. Retired personnel are entitled to full military funeral honors if resources permit. All veterans with an honorable discharge are entitled to a minimum of a two-person Representative Military Funeral Honors Team to present the flag and play Taps. A flag for the PNOK of a retiree or veteran soldier may be obtained from the local Post Office or Veterans of Foreign War (VFW) office. Check on the military funeral honors team or representative team immediately prior to the funeral and monitor the detail's performance during the services. Note anything unusual and pass your comments to the CAC.

Military funerals are divided into two categories: **chapel service**, followed by movement to the grave or place of local disposition with the prescribed escort or with **graveside service** only. When a funeral for a deceased AD or retired Army person takes place and the burial is to take place in a civilian or National cemetery off the installation, the Military Funeral Honors Team is normally composed of: an OIC or NCOIC (dependent upon the grade of the deceased), a chaplain (if desired by the family), a bugler, pallbearers and a firing party. Upon request by the family, a chaplain conducts or arranges for appropriate burial services for interment of members of the military service, active and retired. However, the family may elect to have a civilian clergy perform the burial services. The family may also elect civilian pallbearers. **When military pallbearers are required, the firing party will also serve as pallbearers and will fold the flag.** The CAO and Cemetery Superintendent and/or Funeral Director normally supervise the arrangements for the funeral. At the funeral service, the OIC or NCOIC of the Funeral Honors Team or Service Representative Team coordinates all aspects of the ceremonies with the CAO and Cemetery Superintendent and/or Funeral Director. In the absence of a CAO, the OIC or

NCOIC of the funeral detail coordinates all aspects of the ceremonies with the cemetery Superintendent and/or Funeral Director.

The following support shall be observed as minimum funeral requirements when requested by the NOK, within the constraints of available resources:

- For a soldier who dies while on AD, a member of the National Guard or Army Reserves while in AD status, or a former member who is a holder of the Medal of Honor, there shall be a Funeral Honors Team (nine-soldier detail) to accomplish the following functions: OIC or NCOIC, as appropriate, based on the grade of the deceased; Chaplain, Bugler, Pallbearers, and Firing Party.
- For a retired soldier, there shall be a Funeral Honors Team (nine-soldier detail) to accomplish the following functions: OIC or NCOIC, as appropriate, based on the grade of the deceased; Chaplain (if desired by the NOK); Bugler (or substitute, civilian musician or tape recording when Bugler is not available); Pallbearers, and Firing Party; if requested and resources permit. Limitations which may preclude furnishing support for retired or qualified Reserve members are: unavailability of trained personnel or equipment or when the support will seriously interfere with the primary mission of the installation such as absenting the detail for more than 1 day or incurring additional cost to the Government that exceeds the cost included in the use of available transportation. Whenever a Funeral Honors Team (nine soldiers) cannot be provided, every effort will be made to provide a Service Representative Team (two soldiers) to fold and present the Flag to the NOK.

All requests for Army Funeral Honors will be considered on a case-by-case basis, taking into account the decedent's service record (paying special attention to military decorations, service-related disabilities, former prisoner of war status, etc.), weather conditions, road conditions, and the availability of resources at the time of the request. Every reasonable effort will be made to ensure that burial honors are furnished.

When the funeral is to be held outside the Fort Leonard Wood CAC area, casualty operations personnel will refer the request to the responsible CAC.

Presenting the flag:

- Coordinate with the CAC to determine your role, if any, in the presentation of the flag to the surviving spouse and biological parents.
- Should the PADD request that you present the Flag, use one of the following presentations:
 - **"On behalf of the President of the U.S. and the people of a grateful nation, may I present this flag as a token of appreciation for the honorable and faithful service your loved one rendered this nation."**
 - **"This flag is presented on behalf of a grateful nation as a token of appreciation for the honorable and faithful service rendered by your loved one."**



- Present the Gold Star Lapel Button or the Lapel Button to the NOK prior to or shortly after the funeral. Use good judgment when making the presentation. Do not force the buttons on NOK that may be angry or bitter, they can always apply for the lapel button at a later date. See Appendix L, AR 600-8-1.

Gold Star Lapel Button Presentation Script

Gold Star Lapel Buttons to be presented at the visitation or funeral service as appropriate.

(Ask for the family members to please come forward.)

Most of you know (Rank and name) family; his/her spouse (name); children (names) mother and father (names); and his/her brothers and sisters (names).

Tonight/Today we are here to show the family of (rank and name) that we acknowledge their loss, to show them our support, and that we too, will miss (name).

Even though we may know of their loss, other members of the community who may wish to express their condolences and provide support to (rank and name) family, may not know. At the conclusion of World War II, Congress established The Gold Star Lapel Button to provide an appropriate means to identify widows and widowers, children, parents, and brothers and sisters of members of the Armed Forces of the United States who lost their lives in the defense of democracy and freedom during World Wars I and II, and any subsequent armed hostilities in which the United States is engaged.

The Gold Star Lapel Button's unique design incorporates symbols that indicate the family's loss; The Laurel Wreath Border signifies (rank name)'s valor; The Purple field signifies the family's grief or mourning. The Gold Star used since World War I to signify "Killed in Action".

At this time I would like to present the Gold Star Lapel Buttons to: (names).

Through their wearing of this lapel button, we, as a nation, will know of their loss and the debt of gratitude that we owe them for their loss.

Burial Benefits. The Funeral Director will have the application forms. These benefits are limited to that eligible for DVA or receiving compensation. Advise the PNOK to file in all cases to ensure consideration.

VA Burial Allowances. To receive VA burial allowances, the deceased veteran must have received a discharge other than dishonorable.

Burial Allowance for Service Connected Death. If a veteran dies as a result of a service-connected disability or disabilities, an amount, not to exceed \$1,500, may be paid toward the veteran's funeral and burial expenses, including the cost of transporting the body to the place of burial.

Burial Allowance for Non-Service Connected Death. If a veteran's death is not service-connected, an amount not to exceed \$300 may be paid toward the veteran's funeral and burial expenses, including the cost of transporting the remains to the place of burial. To qualify for this entitlement, the veteran must be eligible for VA pension or compensation. Eligibility may be established if an original or reopened claim for pension or compensation is pending.

Allowance When Death Occurs During Hospitalization in a Hospital or Nursing Home that is Authorized by the VA. If a veteran dies from non-service connected causes while hospitalized by the VA, an allowance not to exceed \$300 is payable for the actual cost of the veteran's funeral and burial and an additional amount for transportation of the body to the place of burial.

Plot or Interment Allowance. When a veteran dies from non-service-connected causes, \$150 may be paid as a plot or interment allowance. Entitlement is subject to the following conditions:
1) The deceased veteran is eligible for the \$300 burial allowance; or
2) the veteran either served during a period of war or was discharged from the active military service for a disability incurred or aggravated in the line of duty (or at time of discharge had such

a disability, shown by official service records), which in medical judgment would have justified a discharge for disability; and

3) The veteran is not buried in a national cemetery or other cemetery under the jurisdiction of the United States. The VA will furnish a Government headstone or marker when requested.

How to Apply for Burial Allowance. The funeral director will normally complete claim forms and send them to VA, otherwise, the NOK may apply to any VA office within 2 years of burial or cremation.

Death Certificates. The DD Form 1300 (Report of Casualty) is issued and mailed to the CAO approximately 2 weeks after the death for delivery to the PNOK. An Interim DD Form 1300 will usually be issued initially. The Final DD Form 1300 will be issued upon the receipt of a civilian or overseas death certificate that states the cause of death. The DD Form 1300 may be used in all matters when proof of death is required. Advise PNOK to obtain copies of the state issued death certificate from the Funeral Director or from the Bureau of Vital Statistics in the appropriate state. All insurance companies and social security require a certified copy. There is generally a nominal fee for this service.

Identification Card. If assisting a dependent, the CAO needs to ensure that they obtain a new identification card. Benefits they are entitled to will not change, but their status has changed since their sponsor is deceased. Death certificate is required for DEERS database to be updated before a new card can be issued. The CAO can locate the nearest facility that issues cards by visiting <http://www.dmdc.osd.mil/rsl/owa/home>. Additional information or assistance is available through the Fort Leonard Wood ID Card Facility, (573) 596-0744.

Accompany the NOK to the ID Card Facility to obtain new ID card(s)

Advise the NOK to have the following items available when applying for a new ID card:

- ✓ A copy of the death certificate
- ✓ Marriage certificate
- ✓ Retirement orders
- ✓ Birth certificates of children
- ✓ Letter from school verifying status for a child over 21 attending an accredited school full-time

Escort NOK to SJA, VA, and Social Security Administration

Most of the following documents are necessary when applying for various benefits and settling an estate:

- ✓ Birth Certificates (all family members).
- ✓ Death Certificates.
- ✓ DD Form 1300 (Report of Casualty).
- ✓ Civilian death certificates can be purchased through the funeral home (at least 12 certified copies recommended).
- ✓ DD Form 2064 (Overseas Death Certificate)
- ✓ Marriage Certificate
- ✓ Divorce decree.
- ✓ Immigration Documents
- ✓ Naturalization papers.
- ✓ Adoption and/or custody documents.
- ✓ DD Form 214, (Certificate of Release or Discharge from AD).
- ✓ Social Security Number/Card. (For all family members).
- ✓ Wills and Deeds of Trust.
- ✓ Insurance policies (life, home, vehicles, boat, etc.)
- ✓ Income Tax records. (Last 3 years recommended)

- ✓ Copies of deeds, abstract, mortgages, rental contracts, etc.
- ✓ Documents referring to bank accounts (checking, savings), loans, securities, stocks, bonds, etc.
- ✓ References to safe deposit boxes.
- ✓ Any reference to an outstanding debt.
- ✓ Titles, automobile registrations.

All requests for any report should have a copy of the DD Form 1300 and a copy of a government-issued ID card or a state issued driver's license or ID card

Legal Assistance. When the death certificate is available, make an appointment with the Legal Assistance Office and accompany the PNOK to obtain legal advice or assistance in probation of the will. For Legal Assistance to prepare a Probate, the following circumstances must be present:

- Service member or spouse left a duly executed will with self-proving cause (notarized) and the will does not have irregularities on its face.
- The surviving spouse is usually the principal heir and Executor/Executrix. If this is not the case, an immediate review of the will by an attorney is necessary.
- The will and estate are simple in all procedural details.
- The decedent's estate does not exceed \$100,000.

The Probate requires a listing of all assets of substantial personal or monetary value that will pass under his or her will. A Legal Assistance Attorney can assist in determining whether an asset shall pass under the will.

To prepare a Probate, Legal Assistance requires clear copies of the following documents:

- Will of the deceased spouse (remove staple or mark will in any way).
- Death Certificate.
- Deeds to property.
- A copy of the latest 100 percent valuation of the real property.
- United States Savings Bonds - copy face only (make consecutive list of serial numbers, values, bond types, and dates of issue).
- Stock - copy faces and back (plus any documents stating number, value of shares).
- Evidence of bank accounts, CD's, mutual funds and any other financial instruments. Institutions may provide a printout on the account stating names, account number, where held, and value at the date of death.
- Titles and registration to vehicles.
- If the vehicle is 5 years old or newer, the bank will probably have a blue book value on the vehicle. If the vehicle is older, then it may be necessary to inquire at a local dealer or two to determine its value.

Application for Probate should include:

- Full name and social security number of decedent.
- Full name, social security number, and current address of the applicant.
- Age of decedent at time of death.
- County where decedent died.
- Date decedent died.
- Date of decedent's will.
- Whether there were any children born to or adopted by the decedent after the date of the will.
- Whether the decedent was ever divorced--if so, full name of the person and date of the divorce and the full name and date of birth of any children born of the marriage.
- Full names and addresses of witnesses who signed the will.
- Decedent owned real and personal property as community property with the applicant,

approximate value, and description, location, and in whose name to include home, land, savings and checking accounts (with account numbers), vehicles, boats, travel trailers, etc., (with identification numbers), stocks, savings, bonds and shares (with certificate numbers), and furniture.

The information contained herein is subject to change. This information is intended to assist all parties with the proceedings to efficiently obtain a Probate. It is not intended, however, to replace the advice of an attorney at any stage in the process.

Unpaid Pay and Allowances. This is a lump sum payment. It includes all pay and allowances due the member but unpaid at the time of death. This includes all of the soldier's unused accrued leave, even beyond the 60-day limit. It is paid to the designated beneficiary named on the Soldier's DD Form 93 or the first eligible recipient in the following order:

- ✓ The Soldier's lawful surviving spouse
- ✓ Child/children of the Soldier and descendants of deceased children on their behalf
- ✓ Parents in equal shares or to the surviving parent
- ✓ Duly appointed legal representative of the estate
- ✓ Person determined to be entitled under the laws of the state of domicile

May include the following:

- ✓ Unpaid basic pay
- ✓ Payment for up to 60 days of accrued leave
- ✓ Amounts due for travel, per diem expenses, transportation of eligible family members, shipment of household goods, and unpaid installments of variable reenlistment bonuses

The claim form is Standard Form 1174, Claim for Unpaid Compensation of Deceased Member of the Uniform Services

Retirement pay of an Army member stops on the first day of the month in which the retiree dies

Unpaid pay and allowances is a lump sum the Army pays the beneficiary the retiree names

- ✓ It includes all pay due the retiree but unpaid at the time of death
- ✓ Retirement pay deposited in the retiree's account after the retiree's death will be automatically recouped by DFAS-CL and reissued to the beneficiary for the correct amount

When the beneficiary designated by the retiree is deceased, or when the member elects "order of precedence", any money due is paid to the first eligible recipient in the following order:

- ✓ The member's surviving spouse
- ✓ If no spouse, to the child/children of the member and descendants of deceased child/children on their behalf
- ✓ The parents of the member in equal shares or to the surviving parent
- ✓ The duly appointed legal representative of the member's estate
- ✓ The person determined to be entitled under the laws of the state in which the member was domiciled

The claim form required to apply for this benefit is Standard Form (SF) 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Services. The CAO will assist the beneficiary in completing part A and E of SF 1174 and prepare a packet to include the following documents:

- Memorandum requesting unpaid pay and allowances (list all unpaid duty, inactive duty, bonuses, leaves, and outstanding debts).

- SF Form 1174.
- DD Form 1300 (Report of Casualty).
- Death Certificate (IDT/ADT Soldiers).
- DD Form 93 (Record of Emergency Data).
- DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment), if death gratuity was paid.
- Copy of unpaid AD orders and certificates of performance.
- Copy of unpaid IDT, to include DA Forms 1379, RMA, AFTP, and RST.
- Copy of bonus contract.
- Copy of documentation for outstanding debts.
- Any uncashed U.S. Treasury checks for previous military payments.

The packet and documents should be mailed to DFAS-Indianapolis Center, ATTN: DFAS-IN-PMTCBC/IN, Army Military Pay Operations (AMPO), Special Processing Branch – Casualty Section, 8899 E. 56th Street, Indianapolis, IN 46249-0840.

The CAO will also assist the beneficiary in completing DD Form 1351-2 for the deceased Soldier's final travel settlement voucher. The travel settlement voucher will be signed by the beneficiary. The travel voucher to include supporting documents (travel orders, receipts, and other substantiating documents), DD Form 1300, and DD Form 93, should be mailed to DFAS-Indianapolis Center, Travel Pay Services, Reserve Travel Pay Division, 8899 E. 56th Street, Indianapolis, IN 46249-0840.

The DFAS Casualty Branch can be reached at (317) 510-6576/7465.

Savings Deposit Program (SDP) Claims. A question has been brought up about the SDP and how to claim deceased Soldiers' moneys.

The provisions of entitlement for and limitations for the program are contained in the DoDFMR, Vol 7A, Part Seven, Chapter 8. Soldiers deployed to hostile areas are eligible to sign up for the program. We've learned that when a Soldier dies, DFAS Indianapolis processes Soldier's unpaid pay and allowances. However, DFAS Indianapolis does not have visibility over nor does it process a Soldier's SDP account. DFAS Cleveland handles this account. The Casualty Assistance Officer (CAO) needs to contact DFAS Cleveland via e-mail (CCL-SDP@DFAS.mil), fax (216-522-6924), or tel. number 800-624-7368. In their communication with DFAS, identify them self as the CAO and provide the deceased Soldier's full name and Social Security Number (SSN). If DFAS confirms that the Soldier has an SDP account, CAO needs to have the PNOK fill out a DD Form 1174 and e-mail it as an attachment, fax it or mail it to DFAS Cleveland in order to have the money Electronic Fund Transferred (EFT) to the beneficiary's account within 10 working days.

Uniformed Services Survivor Benefit Plan (SBP). For information on the SBP, contact the Retirement Services Officer for your area:

Missouri

Fort Leonard Wood, Missouri (573) 596-0947 or (573) 596-0131, extension 6-1727.

Illinois

Fort Leonard Wood, MO (573) 596-0947 or (573) 596-0131, extension 6-1727.

Fort McCoy, WI (800) 452-0923

Fort Knox, KY (502) 624-1765

Wisconsin

Fort McCoy, WI (800) 452-0923

Michigan

Fort McCoy, WI (800) 452-0923

Below information is a brief overview of eligibility.

The SBP was established by Congress in 1972 to allow military retirees to voluntarily elect to receive a reduced amount of retired pay in order to provide an annuity for qualified survivors. The qualified survivors of all Soldiers who die on AD in the line of duty are eligible to receive SBPO. The RSO are trained and experienced in SBP counseling and assisting survivors. The Reserve Component Survivor Benefit Plan (RCSBP) was established by Congress in 1978 to allow reservists who qualified for retired pay, except for not yet being age 60, to voluntarily elect to provide qualified beneficiaries a monthly annuity based on their future retired pay. The Human Resources Command – St. Louis, Transition and Retirements Branch, counsels survivors on RCSBP issues and assists eligible survivors with applying for RCSBP annuities.

SBP is a monthly annuity paid by the military to the surviving spouse or, in some cases, eligible children, of a member who dies on AD. The initial annuity paid to a surviving spouse is equal to 55 percent of the retired pay to which the member would have been entitled based upon years of active service if retired on the date of death. The annuity is reduced by the amount of the monthly DIC payment awarded and paid to the surviving spouse by the Department of VA. Currently, when the surviving spouse reaches age 62, the annuity is reduced to 35 percent. However, a recent law change phases out the post age 62 reductions to 35 percent. Effective 1 April 2008, the spouse SBP benefit is 55 percent regardless of age. The annuity is paid until the spouse dies, but is suspended upon remarriage before age 55. The annuity to a surviving spouse may be reinstated if the subsequent marriage ends in death or divorce. The annuitant must send a certified copy of the divorce decree or death certificate to DFAS-DE to reinstate the annuity. If a second SBP benefit resulted from the remarriage, the surviving spouse must elect which of the two SBP benefits to receive. Should the surviving spouse remarry at age 55 or older, the annuitant will continue to receive the monthly annuity. The surviving spouse must notify DFAS-DE/FRB, 6760 E. Irvington Place, Denver CO 80279-6000, of any changes in marital status.

- Prior to 24 November 2003 AD death SBP eligibility was limited by law to the following:
 - “Spouse.”
 - “Former Spouse” if court ordered.
 - “Child Only.” Only when there is no surviving spouse.
 - “Insurable Interest.” None.
 - “Supplemental SBP (SSBP).” None.
- For AD deaths occurring on or after 24 November 2003, U.S. Code, Title 10 was changed to reflect the following SBP eligibility:
 - “Spouse.”
 - “Former Spouse” if court ordered.
 - “Spouse and Children” if spouse declined to request “Child Only.”
 - “Child Only” when there is no surviving spouse, or if the spouse requests the Service Secretary to make a “Child Only” election.
 - “Insurable Interest.” When there is no qualified survivor under U.S. Code, Title 10, Section 1448d, the Service Secretary can deem an election for a survivor who meets the dependent eligibility criteria of U.S. Code, Title 10, Section 1072(2).
 - SSBP None.

- The law considered Soldiers who died on AD in the line of duty as totally disabled for purposes of calculating the retired pay "entitlement" - i.e., use 75 percent of final or high-36 basic pay.
- Line of duty determinations affected the SBP benefit for the survivors of AD deaths. If a member IS NOT retirement-eligible, LOD-NO results in no survivor benefits. If a member IS retirement-eligible, LOD-NO results in a reduced retired pay "entitlement." It is calculated using actual years and months of service, vice the 75 percent multiplier used in all other cases.

The SBP annuity payable is 55 percent of what the member's retired pay entitlement would have been had he/she been retired based on total service-connected disability or actual years of service for retirement eligible Soldiers whose death is ruled LOD-NO.

The Retiree SBP is a monthly annuity paid by the Army which allowed personnel who retired on or after 21 Sep 72, or before if they enrolled in the program during an open season, to receive reduced retired pay to provide a monthly annuity to their beneficiaries after the death of the retiree. The retiree designated the beneficiaries. Participation in this program was voluntary. SBP provides an eligible surviving spouse or former spouse financial security similar to the financial security a retiree had in retired pay--a cost-of-living-adjusted monthly income for life.

When faxing SBP packet to DFAS-CL, place the following information on the fax cover letter and on the top of the first document: CAC Tel Number: CAO NAME and Tel Numbers:

Reserve Component Survivor Benefit Plan (RCSBP). A monthly annuity paid by the Army to the surviving spouse or, in some cases, eligible children, of a Reserve Component member who dies and has completed the satisfactory years of service that qualified the member for retired pay at age 60. The member must have made an election within 90 days of notification of eligibility to participate in the program. Members on an active guard/reserve (AGR) tour are eligible to participate in the plan.

SBP and RCSBP Factors. Should the surviving spouse remarry before age 55, the annuity is paid in equal shares to eligible children under age 18, or under age 22 if a full-time student, unless handicapped. The coverage stops when there are no eligible children. A dependent child may be an adopted child, stepchild, grandchild, foster child, or recognized natural child who lived with the member in a regular parent-child relationship. A child disabled before age 18, or before age 22 if a full-time student when the disability occurred, is an eligible beneficiary so long as the disability exists and the child remains incapable of self-support. DFAS-DE reinstates a child's annuity when a child between the ages of 18 and 22 reenters school on a full-time basis, or a disabling condition recurs making the child incapable of self-support. Marriage at any age terminates a child's eligibility. The monthly annuity for children is 55 percent and is not reduced by DIC or when a disabled child attains age 62. Marriage at any age terminates a child's eligibility.

Tax Implications. Survivor annuities are taxable income. Survivors will receive a tax statement from DFAS-DE at the end of the year. The statement will show the full amount of the annuity payments they received and the total amount of tax withheld during the year.

Unless they elect otherwise, the amount of federal income tax withheld (FITW) will be as if he or she were a married individual claiming three exemptions. If they want their FITW changed at a later date, they must complete a new TD-Form W-4P, Withholding Certificate for Pension or Annuity Payments, showing the changes, and mail it to DFAS-DE/FRB, 6760 E. Irvington Place, Denver CO 80279-6000.

DFAS-DE withholds a 30 percent Federal income tax on annuities paid to nonresident aliens unless the beneficiary resides in a country that has a tax treaty with the United States specifying a different withholding rate. Address questions to the Internal Revenue Service, Assistant Commissioner (International), ATTN: IN:C:TPS, 950 L'Enfant Plaza South, SW, Washington DC 20024-2123, or contact the nearest American Embassy.

Annuities may be subject to Federal estate taxes. Beneficiaries should address tax questions to a legal assistance officer or the nearest Internal Revenue Service office.

A certificate of continued eligibility form will be sent to them each year prior to their birthday. They should complete and return the form promptly so DFAS-DE can continue their annuity without interruption. They should read the instructions on the form and make sure they have completed it correctly. They should sign and date the form and send it to DFAS-DE/FRB, 6760 E. Irvington Place, Denver CO 80279-6000.

DFAS-DE reduces a surviving spouse's annuity by the amount of DIC the VA awards and pays the surviving spouse. The SBP annuity is not reduced by the amount of a child's DIC entitlement.

A Reserve Component member eligible for retired pay under Title 10, United States Code, Section 12731, may also have survivor benefit coverage under his or her civil service retirement income. There is no conflict of interest, which would prohibit simultaneous coverage.

The claim forms required to apply for this benefit are DD Form 1884, Application for Annuity Under the Retired Serviceman's Family Protection Plan (RSFPP) and/or SBP, TD-Form W-4P, Withholding Certificate for Pension or Annuity Payments, and SF 1199A, Direct Deposit Sign-Up Form. DFAS-DE may require additional documents in order to establish an annuity (i.e., Representative Payee documentation; school certification; physician's statement for disabled child over age 18).

U.S. Army Traumatic Servicemember's Group Life Insurance (TSGLI). In the interest of being sensitive to the deceased Soldier's survivors, CAO's must contact TSGLI directly and discuss eligibility requirements before having survivors file a TSGLI claim.

Basic Facts

- TSGLI was established by an Act of Congress in 2005 to provide financial relief to traumatically injured soldiers and their families. It can provide a one-time payment of up to \$100,000 for a qualifying traumatic injury.
- TSGLI is available to members of all branches of Service.

Special Information for CAO's

- TSGLI is primarily intended for Soldiers who survive a traumatic injury and their families. The Armed Forces have other benefits that are intended for survivors of deceased Soldiers.
- **There are extremely rare circumstances under which survivors of a deceased Soldier may receive a TSGLI payment.** The following conditions **must** be met:
 - The Soldier must have received a qualifying traumatic injury.
 - The Soldier must have survived **at least 7 days** beyond the traumatic event.

General Eligibility

- Soldiers in all components--Active, Guard or Reserve--who incur a qualifying traumatic injury at any time during the course of their service commitment are eligible for TSGLI coverage.
- The program began on 1 December 2005 and all Soldiers who are covered by Servicemembers' Group Life Insurance (SGLI) are eligible. Qualifying injuries that occur after that date are covered regardless of location and relationship to combat.

- In addition, there is retroactive eligibility going back to 7 October 2001. To be covered retroactively, the traumatic event must have occurred 7 October 2001-30 November 2005 while the Soldier was in theater supporting OEF and OIF or under orders in a Combat Zone Tax Exclusion area.
- To qualify for coverage, the traumatic injury must be physical, and severely impacts a Soldier's ability to perform activities of daily living. Commonly covered injuries include loss of sight, hearing, speech, limb(s), traumatic brain injury, paralysis and severe burns.

Contact Information

- Call the TSGLI Call Center at 1-800-237-1336 or e-mail them at tsgil@hoffman.army.mil.
- For more information on eligibility, qualifying traumatic injuries, the claim process and claim forms, go to www.tsgli.army.mil.

Servicemembers' Group Life Insurance (SGLI). Servicemembers' Group Life Insurance is a group life insurance policy purchased from a commercial life insurance company by the DVA. An individual policy is not issued to the Soldier. The insurance issued under the group policy is term insurance and there are no loan, cash, paid-up, or extended insurance values. The maximum amount of insurance for each eligible member is established by Congress. A Soldier could have completed and filed a VA Form 29-8286 or SGLV-8286, SGLI Election indicating in writing not to be insured under this program, or elected in writing to be insured for a lesser amount. The election form (VA Form 29-8286 or SGLV-8286) signed by the member, which is in the member's official records, is the official document used in the settlement and payment of the insurance proceeds.

After the death of a Soldier, the Department of the Army certifies the insurance coverage to the Office of Servicemembers' Group Life Insurance, 290 West Mount Pleasant Avenue, Livingston, NJ 07039. The Office of SGLI is responsible for paying the proper beneficiary. The processing time depends on the receipt of necessary documents and information from the member's organization or records. Normally, the processing is completed in about 45 days. After the U.S. Army Human Resources Command (AHRC-PEC) certifies the insurance coverage, The Office of SGLI will correspond with the designated beneficiary and forward the necessary claim forms. Benefits paid under SGLI are in addition to any other benefits for which the survivor may be eligible.

Soldiers normally specify by name the beneficiary(ies) to receive payment of this insurance in the event of his or her death. When beneficiaries are designated by name, the proceeds will be paid to those named. If the member does not designate a beneficiary, the law requires that the insurance be paid in the following order of precedence:

To the spouse. If none, it is payable to:

- Decedent's child or children in equal shares (legitimate or illegitimate), with the share of any deceased child distributed among the descendants of that child.
- Parent(s) of the Soldier in equal shares. If none, it is payable to:
- ✓ A duly appointed executor or administrator of the deceased Soldier's estate.
- ✓ The NOK entitled to payment under the law of the state of residence of the Soldier at the time of death.

The Emergency Supplemental Appropriations Act for Defense, the Global War on Terror and Tsunami Relief Act 2005 (Public Law 109-13) increased the maximum amount of SGLI coverage from \$250,000 to \$400,000 for all service members effective 1 September 2005.

The Secretary of Defense has designated all areas where service members are in receipt of the combat zone tax exclusion as qualifying combat zones and all members deployed outside the

United States on orders in support of Operation Enduring Freedom or Operation Iraqi Freedom as participating in qualifying combat operations.

Determination and payment of proceeds are made by the Office of the SGLI under the jurisdiction of the DVA. Payment of proceeds to a beneficiary is exempt from taxation. The insured member may have designated as principle or contingent beneficiary any person, firm, corporation or legal entity, including their estate, individually or as a trustee. Claims are made on VA Form SGLV 8283, Claim for Death Benefits. Settlement is normally made within 60 days. Payment is made to the principal beneficiary (ies) listed on the VA Form SGLV. After a claim is approved by the SGLI, money is automatically transferred into a personalized interest-bearing checking account in the beneficiary's name (Alliance Account). Beneficiary can withdraw the entire amount immediately or over time. Beneficiary receives the following in the mail:

- ✓ A certificate of account confirmation.
- ✓ A personalized checkbook.
- ✓ A guide to features and benefits.
- ✓ An information request form asking for signature verification and internal review W9 certification.

Beneficiary can maintain a balance for as long as desired. Account earns interest rate. Beneficiary may write checks as often as desired, in any amount of \$250 or more and receives a monthly statement.

Retirees are covered for 120 days following retirement with no additional premium during the 120-day period. Retirees rated totally disabled on the date of retirement retain SGLI coverage up to 1 year or until the disability ceased to be total in degree, but not for more than 1 year.

Veterans are covered for 120 days following separation from AD with no additional premium during the 120-day period.

Prudential's Alliance Account[®]

The Office of Service members' Group Life Insurance (OSGLI) settles claims through the Alliance Account settlement option, an interest-bearing account established in the beneficiary's name. Accounts will not be established for claims settled in 36-monthly installments.

Beneficiaries get an Alliance Account starter kit including an initial supply of personalized drafts ("checks"). The Alliance Account offers:

- Immediate access. Beneficiaries can begin using the account as soon as it's established. They can withdraw the entire amount immediately, write checks against the balance (\$250 minimum), or, if they need to make important decisions, they can leave the money in the account to earn interest.
- Interest. The money in the account earns interest continuously.²
- No fees. There are no monthly service charges, per-check charges, or check reorder fees.³
- Ongoing customer support. Beneficiaries can call Alliance Services toll free for assistance at (877) 255-4262.
- Easy no-cost transfer options. Beneficiaries can transfer funds from the Alliance Account to any other available Prudential settlement option at any time and at no additional cost.

¹ The Alliance Account is not available for payments less than \$10,000, payments to individuals residing outside the United States and its territories, and certain other payments. These will be paid by check.

² Beneficiaries may wish to consult a tax advisor regarding interest on the account.

³ There are fees for special services such as stop payment requests.

Prudential's Alliance Account is a registered trademark of The Prudential Insurance Company of America.

BISYS Information Solutions, L.P. is the Administrator of the Prudential Alliance Account Settlement Option, a contractual obligation of the Prudential Insurance Company of America, located at 751 Broad Street, Newark, NJ 07102-3777. Check clearing is provided by Bank One and processing support is provided by Integrated Payment Systems, Inc. Alliance Account balances are not insured by the Federal Deposit Insurance Corporation (FDIC). BISYS Information Solutions, L.P., Bank One and Integrated Payment Systems, Inc. are not Prudential Financial companies.

DVA Affairs. Contact the DVA office to make an appointment. Accompany the PNOK to apply for benefits. If the NOK resides outside the local installation area, the claims may be filed with the County Services Officer of the DVA Regional Office nearest the NOK's home. When accompanying the NOK, make sure that necessary documents are available and assist in completing and filing the claims. Payments usually begin within 6-8 weeks from date of application. Veterans Administration annuities are not taxable.

Benefits available from the DVA include:

Burial in a National Cemetery. Funeral Director can contact the National Cemetery and coordinate date and time of burial.

Headstone or Marker. The Funeral Director or local DVA office will have necessary forms or you may obtain them from the CAC (forms have serial numbers and may not be copied).

If burial is in a National Cemetery, the headstone or marker will be installed on the grave at no expense to the NOK.

If burial is in a private cemetery, the DVA will furnish the headstone or marker. The NOK will have to pay the setting fee.

Dependency and Indemnity Compensation (DIC). Dependency and Indemnity Compensation (DIC) is a monthly benefit paid to eligible survivors of a service member who died while on AD from the Veterans Administration. Dependency and Indemnity Compensation payments may be available for surviving spouses who have not remarried, unmarried children under 18, helpless children, those between 18 and 23 if attending a VA approved school, and low income parents of deceased servicemembers or veterans. To be eligible, the deceased must have died from (1) a disease or injury incurred or aggravated while on AD or AD for training; (2) an injury incurred or aggravated in line of duty while on inactive duty training; or (3) a disability compensable by VA. Death cannot be the result of willful misconduct. If a spouse remarries, eligibility for benefits may be restored if the marriage is terminated later by death or divorce. DIC payments also may be authorized for survivors of veterans who were totally service-connected disabled at time of death but whose deaths were not the result of their service-connected disability. The survivor qualifies if: (1) the veteran was continuously rated totally disabled for a period of 10 or more years immediately preceding the death; (2) the veteran was so rated for a period of at least 5 years from the date of military discharge, or (3) the veteran was a former prisoner of war who died after September 30, 1999, and who was continuously rated totally disabled for a period of at least 1 year immediately preceding death. Payments under this provision are subject to offset by the amount received from judicial proceedings brought on account of the veteran's death. The discharge must have been under conditions other than dishonorable. The DVA has current rates. If assisting a spouse and/or dependent child (under age 18, or 18-23 and attending school, the CAO needs to contact a VA Office and make arrangements for application to be completed. In addition to DIC, the VA has other benefits the family member may be eligible for – educational, home loan, etc. When meeting with the VA representative, the family member

should be briefed on their eligibility. For more information the CAO can call 1-800-827-1000. Information is also available at www.va.gov. The CAO needs to ensure that once the form is filled out, either the VA representative or the CAO faxes it to the VA Expedited Processing Unit in Philadelphia (fax: (215) 381-3084. This process is for all active duty death cases. The Philadelphia office will process the request within 48 hours.

<http://www.vba.va.gov/bln/21/Milsvc/benfacts.htm#BM0> .

Public Law 108-454, effective January 2005, created a transitional benefit for surviving spouses who are entitled to Dependency & Indemnity Compensation (DIC), and who have children under age 18. The transitional benefit is \$250 monthly per family. The benefit is paid for 2 years after entitlement to DIC is established for the surviving spouse. It terminates at the earlier of the following: end of the 2-year entitlement period, or when the last child attains age 18, or when the last child is removed from the surviving spouse's DIC. This benefit is retroactive only to January 1, 2005, for qualifying surviving spouses who are entitled to DIC on that date. The VA can pay the transitional benefit for only the balance of the 2-year entitlement period remaining from January 1, 2005, for spouses who were receiving DIC prior to 1 January 2005. For example, if VA found a surviving spouse entitled to DIC effective 1 July 2004, the 2-year entitlement period for the transitional benefit expires on 30 June 2006, which is 2 years from the basic DIC entitlement date. VA will pay the monthly transitional benefit for the period 1 January 2005 through 30 June 2006. However, the transitional benefit would terminate before 30 June 2006, if the last child attains age 18 or the last child is removed from the surviving spouse's DIC before that date. A surviving spouse does not have to apply for this benefit. The VA includes the transitional benefit with the DIC benefit.

A parent may also be eligible for DIC. See below.

DIC payments may be available for surviving spouses who have not remarried, unmarried children under 18, helpless children, those between 18 and 23 if attending a VA approved school, and low-income parents of deceased Soldiers or veterans.

To be eligible, the deceased must have died from (1) a disease or injury incurred or aggravated while on AD or AD for training; (2) an injury incurred or aggravated in line of duty while on inactive duty training; or (3) a disability compensable by VA. Death cannot be the result of willful misconduct.

If a spouse remarries, eligibility for benefits may be restored if the marriage is terminated later by death or divorce.

DIC payments also may be authorized for survivors of veterans who were totally service-connected disabled at time of death but whose deaths was not the result of their service-connected disability.

Payments under this provision are subject to offset by the amount received from judicial proceedings brought on account of the veteran's death - discharge must have been under conditions other than dishonorable - DVA has current rates.

DIC paid to a surviving spouse is not based on the member's military pay grade. The amount paid for a spouse with one or more children of the deceased is increased for each child. The amount of the DIC payment for parents vary according to the number of parents, the amount of their individual or combined total annual income, and whether they live together or if remarried, living with a spouse. The surviving spouse and parents who receive DIC may be granted a special allowance for aid and attendance if a patient is in a nursing home, disabled, or blind and needs or requires the regular aid and attendance of another person. If they are not so disabled as to require the regular aid and attendance of another person but whom, due to disability, is permanently housebound, they may be granted additional special allowances. DIC payments to a

surviving spouse are payable for life, as long as the spouse does not remarry. Should the surviving spouse remarry, payments are terminated for life.

The claim form when applying for this benefit is VA Form 21-534, Application for Dependency and Indemnity Compensation or Death Pension Accrued Benefits by Surviving Spouse or Child, or VA Form 21-535, Application for Dependency and Indemnity Compensation by Parent(s).

If the VA denies their claim for DIC benefits they may file an appeal with the Board of Veterans' Appeals. The appeal must be filed within 1 year from the date of the notification of a VA decision to file an appeal. The first step in the appeal process is for them to file a written notice of disagreement with the VA regional office that made the decision. This is a written statement that they disagree with the VA's decision. Following receipt of the written notice, the VA will furnish them a "Statement of the Case" describing what facts, laws and regulations were used in deciding the case. To complete the request for appeal, they must file a "Substantive Appeal" within 60 days of the mailing of the Statement of Case, or within 1 year from the date the VA mailed the its decision, whichever period ends later.

VA Parents' DIC Checklist for Military CAO's. Parents' DIC (Dependency and Indemnity Compensation) is an income-based monthly benefit for the parents, or parent, of a military service member or veteran (hereafter referred to as "veteran") who died from:

- a disease or injury incurred or aggravated while on AD or AD for training,
- an injury incurred or aggravated in line of duty while on inactive duty for training, or
- a disability compensable by VA.

Relationship - The term "parent" includes a biological, adoptive, and foster parents. A foster parent is a person who stood in the relationship of a parent to the veteran for at least 1 year before the veteran's last entry into AD.

Income Limits* - Eligibility to Parents' DIC is based on need. When a parent's income exceeds the limit, no benefit is payable. Eligible parents must report all sources of income to VA, for example, gross wages, retirement annuity, insurance proceeds or annuity, interest, and dividends. The spouse's income must also be included if living with a spouse. A spouse may be the other parent of the deceased veteran, or from remarriage.

Unreimbursed Family Medical Expenses - These expenses may be used to reduce countable income. They are amounts actually paid by the parent during the calendar year for medical expenses, for themselves and for relatives they are under an obligation to support, which the parent is not reimbursed by insurance. In computing the parent's income, VA will deduct the amount the parent paid for medical expenses if found qualified by use of a formula provided by law.

To Apply for Parents' DIC - Based on the above guidelines, any parent who feels he or she may be eligible should apply for Parents' DIC. VA will determine eligibility and inform the parent. VA Form 21-535 [Application for Dependency and Indemnity Compensation by Parent(s)] should be used to apply. It should be sent to the VA Insurance & Regional Office Center, P.O. Box 8079, Philadelphia, PA 19101. Applications may be faxed to that office: (215) 381-3084.

VA Death Pension. When a retired Soldier's death is not the result of a service connected disability, the un-remarried widow(er) or the minor children may receive a death pension from the VA if they are eligible. The veteran must have had 90 days of wartime service, unless discharged or retired sooner for service-connected disability and must have been discharged under conditions other than dishonorable. If the veteran died in service not in line of duty, benefits may be paid by the VA if the veteran had completed at least 2 years of honorable service.

Expedited Social Security Claims. The Social Security Administration is working together with the Department of Defense to provide expeditious claim processing for surviving family members. They have established a toll free number (866-777-7887) for family members and Casualty Assistance Officers to initiate the Expedited Claims Process (ECP). This number is available Monday thru Friday, 0700-1600 (eastern time zone). Checks are usually being processed within 24 hours. The SSA will start the NOK's benefits within 24 hours of the call. NOK needs to send the required supporting documentation within 60 days. If SSA doesn't receive the supporting documentation, benefits will stop. To ensure family members take full advantage of this service, the SSA has implemented a procedure to identify family members who have not filed a claim within 30 days of their loved one's death. The CAO or surviving family member's call to this toll-free number will eliminate the need to visit a SSA field office for processing of benefits. Temporary benefits will commence pending the submission of required evidence from the surviving family member.

Social Security Lump Sum Death Payment. The Social Security Administration pays a lump sum death payment, up to \$255, if the deceased Soldier at the time of death was fully or currently insured for social security payments. The lump sum death payment is paid in the following order of priority:

- To the widow(er) living in the same household of the deceased at the time of death.
- To the widow(er) who was eligible for benefits based on the deceased member's record for the month of death.
- In equal shares to each child who was eligible for benefits based on the deceased member's record for the month of death.

To receive this benefit, eligible survivors must make application through the nearest Social Security Office.

Social Security Payment. Paid to a spouse or a divorced spouse of AD or retired service member, age 60 or over; a spouse or divorced spouse regardless of age with children of the decedent under age 16 or disabled in their care and meeting social security payments. The PNOK must apply in order to receive benefits. The PNOK can apply to receive benefits at any Social Security Office. Call the Social Security Office 1-800-772-1213 to make an appointment to apply for benefits. On the date of the appointment, arrange to assist the PNOK with any necessary paperwork. The PNOK must return the social security check received at the end of the month of the death to the Social Security Office. No benefits are payable the month of death, regardless of the day of death. A lump sum burial allowance of \$255 is payable to the spouse. If there is no surviving spouse, the allowance is paid to minor child(ren) who is eligible to receive social security benefits. Monthly benefits are available at age 60. If the spouse is 100 percent disabled, monthly benefits may be available earlier. Monthly benefits are available immediately if the spouse cares for dependent child(ren) who is under 16 years old or disabled.

The spouse is eligible for Medicare beginning at age 65. Handicapped children may also be eligible. The PNOK should consult the Social Security Office to verify the above information or for additional information. A divorced spouse must have been married to the service member at least 10 years. Monthly payments are also paid to children until age 18 or 19 if a full-time student at a primary or secondary school, or age 18 or older and disabled before age 18. To receive this benefit, eligible survivors must make application through the nearest Social Security Office. Spouses waiting until age 65 to apply for Social Security receive maximum benefits, however, they can receive reduced Social Security payments between ages 60 and 65. Dependent parents are eligible for benefits at age 62 if they were more than 50 percent dependent on the deceased service member for their support. To receive this benefit, eligible survivors should make application through the nearest Social Security Office.

Items required are:

- ✓ DVA claim number
- ✓ Full name of the deceased
- ✓ Original service serial number or social security number
- ✓ Grade
- ✓ Branch of service
- ✓ Organization
- ✓ Date and place of birth
- ✓ Date, place, and cause of death
- ✓ Date and place of burial
- ✓ Total expense of burial, funeral, transportation, and, if claimed, burial plot
- ✓ Dates entered into and separated from active service
- ✓ Dates all expenses paid
- ✓ Data relating to marriage of Soldier
- ✓ Marriage certificate. Only necessary if the widow (er) or deceased Soldier had a prior marriage.
- ✓ The number of times that the Soldier was married
- ✓ Date and place of marriage(s)
- ✓ Name(s) of person(s) to whom the Soldier was married
- ✓ How the marriage(s) ended (death, divorce, and so forth). (Take documents relating to dissolution(s) of marriage or death certificate(s))
- ✓ If legally separated, a certified copy of the court order
- ✓ Data concerning child (ren) to include name(s), date(s) of birth, social security numbers, name(s) of those not in custody of the widow (er) and name(s) and address (es) of person(s) having custody, and child (ren)'s birth certificates
- ✓ Annual income and life insurance (including policy numbers) if the Soldier was retired at the time of death
- ✓ The Soldier's birth certificate if the Soldier's parents wish to establish eligibility
- ✓ Copies of the DD Form 1300 or the civilian death certificate.
- ✓ The DD Form 214 (Certificate of Release or Discharge from AD)
- ✓ Previous year's W2 form.

Montgomery GI Bill Death Benefit. The Montgomery GI Bill established a program of education benefits for individuals entering military service after June 30, 1985. Service persons entering AD after that date had their basic pay reduced by \$100 a month for 12 months of their service unless they specifically elected not to participate in the program. A death benefit may be payable to a designated survivor if the service person's death is in service and is service connected. The service person must have been eligible at the time of death or would have been eligible but for the high school diploma and or length of service requirements. Any monthly contributions made by the Soldier to the VEAP are reimbursable to his or her family in the following order of precedence: 1) Spouse, 2) Children, 3) parents in equal share (or other persons who stood in loco parentis, 4) To other relatives in equal shares.

If eligible to receive the death benefit, the survivor should submit a letter, along with proof of relationship and a copy of the DD Form 1300, Report of Casualty to the appropriate VA Regional Office.

The survivor(s) of a retiree who contributed to either the VEAP or the Montgomery GI Bill Refunds may be entitled to a death refund.

To receive the refund, they should submit a letter, along with proof of relationship and a copy of the death certificate, or DD Form 1300 for retiree deaths occurring within 120 days after retirement to the appropriate VA Regional Office.

The refund is made in "by-law" fashion to the spouse, children, and parents.

For a family member to file for reimbursement of money paid by deceased AD Soldier for the Montgomery GI Bill, they need to send a request (letter) to:

VA Regional Office
ATTN: Death Benefits
P.O. Box 66830
St Louis, MO 63166-6830

Phone: 1-888-442-4551

Request needs to include basic information on deceased - name, rank, SSN, branch, brief synopsis of circumstance of death. Also include information on claimant, including relationship, and a copy of the death certificate.

Veterans Education Assistance Program (VEAP). Soldiers who initially entered the service after 1 January 1977 may deposit money through the Joint Uniform Military Pay Systems (JUMPS) allotment (coded EDSAV) under the VEAP. The VEAP is administered by the VA. The CAO will review the deceased Soldier's personal financial record to determine if the EDSAV allotment was in effect. The NOK may apply in writing to the nearest VA regional office for reimbursement of VEAP depositions. The request may be in letter form on or VA Form 21-4138 (Statement on Support of Claim) and must include a copy of the DD Form 1300 (Report of Casualty).

Survivors' and Dependents' Educational Assistance. Survivors' and Dependents' Educational Assistance is an education benefit for eligible spouses and children of certain veterans. Eligible persons can receive up to 45 months of full-time or equivalent benefits for: college, business, technical or vocational courses, high school diploma or GED, independent study or distance learning courses, correspondence courses (spouses only), apprenticeship/job training, remedial, deficiency, and refresher training (in some cases), the cost of tests for licenses or certifications needed to get, keep, or advance in a job. Schools and programs must be approved by a State Approving Authority for VA training. A claimant must be the son, daughter, or spouse of a veteran who died or is permanently and totally disabled as the result of a service connected disability. The disability must arise out of active service in the Armed Forces, a veteran who died from any cause while such service-connected disability was in existence, a service member missing in action or captured in line of duty by a hostile force, a service member forcibly detained or interned in line of duty by a foreign government or power. The spouse/surviving spouse has 10 years from the date VA establishes eligibility to complete the 45 months. Surviving spouses of veterans who died while on active duty have 20 years from the date of the veteran's death to complete the 45 months (benefits can't be paid before December 10, 2004, for anyone whose 10 year period ended prior to that date). Children have between the ages of 18 and 26 to complete the 45 months. These time limits can be extended under certain circumstances. The amount VA pays is based on the type of training program and training time. Benefits are paid in arrears and monthly. For example for Fiscal Year 2006, VA paid \$827 monthly for full-time training for a full month at a college or university. After finding a program approved for VA training, claimant's should complete VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance and send it to the VA regional office with jurisdiction over they State where they will train, or apply on line. Related benefits are Special Benefits for Children with Disabilities, Work Study Employment, Educational Counseling Services, and Tutorial Assistance. For more information, call toll free 1-888-GIBILL-1 (1-888-442-4551) or visit web site at www.gibill.va.gov.

DVA Home Loan Program. The unmarried surviving spouse of a soldier who dies on AD or dies of a service-connected disability is entitled to a DVA Home Loan for the purpose of building or purchasing a home; to make repairs, alterations, or improvements in homes already owned; to refinance an existing loan; and other reasons specified by the VA.

Documents required substantiating DVA claims include:

- ✓ All DD 214s, bring originals so certified copies can be made.
- ✓ Death certificate
- ✓ Marriage certificate (official public record of marriage).
- ✓ Divorce documents or death certificate terminating all prior marriages.
- ✓ Birth certificates for dependent children (official public record of birth).
- ✓ Social security numbers for all dependent children.
- ✓ Funeral bills (itemized) and receipts.

Reports of Investigation. Section 1072, Public Law 102-484, requests that fatality reports and records in redacted form pertaining to any member of the Armed Forces who dies in the line of duty be made available to family members of the Servicemember. This requirement can be waived on a case-by-case basis but only if the Secretary of the Army determines that compliance is not in the interest of national security.

Autopsy Report. The Armed Forces Medical Examiner (AFME) performs autopsies on deceased Soldiers who are killed or die within the United States. The attending pathologist will prepare a preliminary report within 24 to 48 hours of the examination. In most cases, a final report will be issued in approximately 4 to 6 weeks. The CAO will draft the NOK's request for a copy of the final report and obtain the NOK's signature if a report of autopsy is desired by the NOK. In those cases where a Soldier dies within the United States and is not autopsied by a representative of the AFME, the Casualty Assistance Center (CAC) will obtain from the Patient Administration Division of the responsible military hospital, the address where the NOK is able to send the request for autopsy if an autopsy has been conducted. The address will be provided to the CAO, who, then will assist the NOK in drafting the letter requesting the autopsy.

Accident Report.

Criminal Investigative Division Command/Military Police Report.

Line of Duty Investigation Report.

**SAMPLE - REQUEST FOR COPY OF CRIMINAL INVESTIGATIVE DIVISION
COMMAND/MILITARY POLICE REPORT**

April 8, 2006

Director
US Army Crime Records Center
USACIDC
ATTN: CICR-FP
6010 6th Street
Ft. Belvoir, VA 22060

Dear Sir/Madam;

My (insert relationship, rank, full name, social security account number), died (insert place and date of death) as the result of (insert cause of death).

I am the Primary Next of Kin (PNOK), wife. Upon completion, please forward a copy of the Criminal Investigation Report to the following address:

Mrs. Susan Henderson
30299 Georgia Street
Morrison, CA 99999

Tel. (999) 999-9999

Sincerely,

Susan E. Henderson

Enclosure

FREQUENTLY ASKED QUESTIONS ABOUT MEDICAL-LEGAL INVESTIGATIONS

The Office of the Armed Forces Medical Examiner (OAFME) offers you our deepest condolences on the loss of your loved one.

Q: Why is the Armed Forces Medical Examiner involved?

A: The Armed Forces Medical Examiner (AFME) performs medical-legal examinations on deceased service members who are killed or die outside of the United States and certain service members who are killed or die within the United States. The AFME also makes legal identification of the remains and issues death certificates.

Q: Under what circumstances would the AFME conduct a medical-legal examination if the service member died within the United States?

A: The Armed Forces Medical Examiner, under federal law, has jurisdiction over cases that involve violent or unnatural death. This jurisdiction also extends to those cases where the death is suspicious in nature or possibly involves a threat to the health of the military community.

Q: Why is the AFME performing a medical-legal examination?

A: The examination helps determine the cause and manner of death as well as confirm the identity of your loved one by scientific means. Please be assured that this examination will be carried out with the utmost dignity and respect.

Q: What is the Armed Forces Medical Examiner's legal authority to perform medical-legal investigations?

A: The AFME legal authority comes from Title 10 United States Code, Section 1471 (Forensic Pathology Investigations).

Q. What does the medical-legal investigation entail?

A: The AFME performs an autopsy, obtains identification media (e.g., dental charts, finger prints, DNA specimens) to assist in making identification of the remains and works closely with investigative agencies such as the U.S. Army Criminal Investigation Command and the Naval Criminal Investigative Service to determine the cause and manner of death.

Q: When will the AFME perform the medical examination?

A: Your casualty assistance officer (CAO), or casualty assistance calls officer (CACO), will obtain the date and location of the medical examination and provide you this information.

Q: What are the qualifications of the physician performing the examination?

A: All medical examiners working for the Office of the Armed Forces Medical Examiner are either board certified by the American Board of Pathology in the field of forensic pathology or work directly under the supervision of a board certified forensic pathologist.

Q: How long does a normal forensic examination take?

A: For cases arriving from overseas, the forensic examination usually takes 24 to 48 hours from the time the remains arrive at Dover Air Force Base, Dover, Delaware. For cases in the United States, the forensic pathology team deploys within 24 hours of notification and the examination is usually complete within 24 hours of the arrival of the team at the local facility. If identification is in question, it may take up to five days to complete DNA studies.

Q: When will I know the results of the examination?

The attending pathologist will prepare a preliminary report within 24 to 48 hours of the examination. In most cases a final report will be issued in approximately 4 to 6 weeks. A copy of the final report is available upon request.

Q: Will the final report contain pictures of the examination?

A: The photographs taken at the time of the examination are not normally included with the report. These photographs will be provided with the report if specifically requested.

Q: Are there any portions of the final report that are not provided to the family, if so why not?

A: All information generated in connection with the examination is available upon request. The autopsy report summarizes all pertinent findings and answers most questions. Additional documents such as DNA reports are quite technical and can be difficult to interpret. If you would like copies of these additional documents they will be provided, but we ask for the opportunity review them with you, either in person or over the telephone.

Q: How do I get a copy of the final report?

A: Your request for a copy of the final report may be made via fax to (301) 319-0635, or by mail addressed to The Office of the Armed Forces Medical Examiner, 1413 Research Blvd, Rockville, MD, 20850. We value you and your family's privacy, so we ask that your request for the report be in writing and accompanied by a copy of a picture ID (e.g., drivers license, family member identification card) so that we may comply with the Health Insurance Portability and Accountability Act (HIPPA) of 1996.

Q: May I talk to the medical examiner?

A: The Armed Forces Medical Examiner's Office is available to discuss its findings with you either over the telephone or in person at our office in Rockville, MD. If you would like to speak with a forensic pathologist at anytime, we may be reached at (301) 319-0000. You may be asked for some personal information so that we may verify your identity, and that of your loved one, so that we may ensure your privacy and that we comply with HIPPA regulations.

SAMPLE
REQUEST FOR AUTOPSY REPORT

Mrs. Susan E. Henderson
Post Office Box 775
City, State, Zip Code
(123) 456-7890

April 16, 2006

The Office of the Armed Forces Medical Examiner
1413 Research Blvd.
Rockville, MD 20850

Dear Sir,

My (insert relationship, rank, full name, social security account number), died
(insert place and date of death) as the result of (insert cause of death).

I am the primary next of kin (PNOK), wife. Enclosed is a copy of the completed DD
Form 1300 (Report of Casualty) and copy of my picture Identification Card (ID). Upon
completion, please forward a copy of the Autopsy Report to the following address:

Mrs. Susan Henderson
30299 Georgia Street
Morrison, CA 99999

Tel. (999) 999-9999

Sincerely,

Susan E. Henderson

Enclosure

SAMPLE

**REQUEST FOR AUTOPSY REPORT FOR SOLDIERS WHO DIE IN EUROPE (CURRENT
DEATHS) (NOT IN OPERATIONS IRAQI OR ENDURING FREEDOM)**

Mrs. Susan E. Henderson
Post Office Box 775
City, State, Zip Code
(123) 456-7890

April 16, 2006

LMCR
CMR #402
ATTN: PAD-CASUALTY
APO AE 09180

Dear Sir:

My (insert relationship, rank, full name, social security account number), died (insert place and date of death) as the result of (insert cause of death).

I am the Primary (PNOK) of the deceased, (insert relationship to deceased). Enclosed is a copy of the completed DD Form 1300 (Report of Casualty) and a copy of a picture ID (e.g., drivers license, family member identification card) so that the AFME may comply with the Health Insurance Portability and Accountability Act (HIPPA) of 1996. Upon completion, please forward a copy of the "Autopsy Report" to the above address.

Sincerely,

Susan E. Henderson

Enclosure

SAMPLE

REQUEST COPY FOR ACCIDENT REPORT

Mrs. Susan E. Henderson
Post Office Box 775
City, State, Zip Code
(123) 456-7890

April 16, 2006

Commander
U.S. Army Safety Center
ATTN: CSSC-ZJA
Fort Rucker, Alabama 36362-4363

Dear Sir:

My (insert relationship, rank, full name, and social security number), died on (insert date of death and place of death).

I am the Primary Next of Kin (PNOK) of the deceased, (insert relationship). Enclosed is a copy of the completed DD Form 1300 (Report of Casualty) and a copy of a picture ID (e.g., drivers license, family member identification card). Upon completion of your investigation, please forward a copy of the "Accident Report" to the above address.

Sincerely,

Susan E. Henderson

SAMPLE

**REQUEST FOR COPY OF CRIMINAL INVESTIGATIVE DIVISION COMMAND/MILITARY
POLICE REPORT**

Mrs. Susan E. Henderson
Post Office Box 775
City, State, Zip Code
(123) 456-7890

April 16, 2006

Director
U.S. Army Crime Records Center
USACIDC, ATTN: CICR-FP
6010 6th Street
Fort Belvoir, VA 22060-5585

Dear Sir:

My (insert relationship, rank, full name, social security number) died at (insert place and date of death) as a result of (insert cause of death).

I am the Primary Next of Kin (PNOK) of the deceased, (insert relationship to deceased). Enclosed is a copy of the completed DD Form 1300 (Report of Casualty) and a copy of a picture ID (e.g., drivers license, family member identification card). Upon completion of your investigation, please forward a copy of the complete Criminal Investigation Division Report and Military Police Report to the above address.

Sincerely,

Susan E. Henderson

/

SAMPLE

REQUEST FOR COPY OF REPORT OF INVESTIGATION (LINE OF DUTY)

A Line of Duty Investigation (LODI) is not required when a Soldier is killed during hostile action in combat or when the cause of death and circumstances are clearly "In Line of Duty," such as from a military vehicle accident. In those cases, Headquarters, Department of the Army, Casualty and Memorial Affairs Operations Center issues a presumptive finding of "In Line of Duty."

Mrs. Susan E. Henderson
Post Office Box 775
City, State, Zip Code
(123) 456-7890

April 16, 2006

Commander
Army Human Resources Command
ATTN: AHRC-PED-S
2461 Eisenhower Avenue
Alexandria, VA 22331-0482

Dear Sir:

My (insert relationship, rank, full name, social security number), died at (insert place and date of death) as a result of (insert cause of death).

I am the Primary Next of Kin (PNOK) of the deceased, (insert relationship to deceased). Enclosed is a copy of the completed DD Form 1300 (Report of Casualty) and a copy of a picture ID (e.g., drivers license, family member identification card). Upon completion of the investigation, please forward a copy of the "Report of Investigation (Line of Duty) to the above address.

Sincerely,

Susan E. Henderson

AER Educational Assistance Program. AER has an undergraduate level educational assistance program for spouses and unmarried dependent children of deceased Soldiers (inactive or retired). The program includes loans and a limited number of scholarships. Obtain detailed information from National Headquarters, AER.

Veterans Group Life Insurance (VGLI). Eligibility exists if currently insured. Retiree must have elected to be insured within the first 120 days after retirement or 1 year following retirement for totally disabled retirees. VGLI is a 5-year renewable term policy, administered by the Office of Service members' Group Life Insurance under the jurisdiction of the VA. VGLI is issued up to a maximum of \$250,000 in \$10,000 increments, but not for more than the amount of SGLI the retiree had in force at the time of retirement. If the retiree was covered, the claim form required to apply for this benefit is VA Form SGLV 8283, Claim for Death Benefits. The CAO or nearest VA office can explain this benefit or help to complete the required claim form or the NOK can write to:

OSGLI,
PO Box 5000,
Millville, New Jersey 08332-9928.

E-mail:

Death and accelerated benefits claims only: osqli.claims@prudential.com

All other inquiries: osqli.osqli@prudential.com

Service Disabled Veterans Insurance (SDVI) (RHI). This insurance is limited to veterans who left the Service after 24 April 1951. SDVI is life insurance for veterans with service-related disabilities but are otherwise in good health. The basic program, which is called "RH insurance," insures eligible veterans up to \$10,000. The cost is based on the veteran's age, type of plan selected (term or one of several permanent plans), and the amount of coverage. Veterans rated totally disabled by the VA are eligible to apply for a waiver of premiums. For those veterans eligible for this waiver, a supplemental policy, called "Supplemental RH Insurance," with additional coverage of up to \$20,000 is available, but the premiums cannot be waived. If the retiree was covered, the claim form required to apply for this benefit is VA Form 29-4125, Claim for One Sum Payment. The CAO or the nearest VA office can explain this benefit to the NOK, help complete the required claim form, and mail it to

Department of VARO and Insurance Center
Box 8079
Philadelphia, PA 19101.

Department of Veteran's Affairs Bereavement Counseling for Surviving Family Members. The Department of Veterans Affairs offers grief counseling to families of service members who die while on active duty. VA's Office of Readjustment Counseling offers the counseling services at its 206 community-based Vet Centers throughout the United States, including Guam, Puerto Rico and the Virgin Islands. The program also serves families of reservists and National Guardsmen who die while activated for Federal duty. No medical diagnosis is required to seek help, and services are completely confidential. Families requesting more information or services can also contact the VA's Readjustment Counseling Service directly at (202) 273-9116 or by email at veter.center@hq.med.va.gov. The Department of Veterans Affairs Bereavement Program for Surviving Family Members is a free program available to all surviving family members of those veterans who died in the service of their country to provide support as the family deals with the emotional and psychological stress from the loss of their loved one. If needed, the VA counselor will go to the family member's location.

Financial Counseling Services. A free service for beneficiaries of Service members' and Veterans' Group Life Insurance. For many people, planning their financial future is challenging

enough. It is even more difficult when a loved one dies. Dealing with emotions and making important financial decisions can be overwhelming. At this time, Financial Counseling Services can help you make smart financial decisions, develop a personal financial plan for the future, and give you peace of mind. With this benefit, you get free financial counseling from Financial Point, a national team of sensitive financial professionals. Their Certified Financial Planners and other financial professionals are experts in handling a wide range of financial situations and offering customized assistance to individuals like you. This program was especially designed to assist beneficiaries of SGLI and VGLI. With Financial Counseling Services you get:

- Convenient Options—You choose how to submit your financial information—by U.S. mail, e-mail, or phone.
- Personalized Service—You receive a financial plan tailored to your situation with action steps addressing your specific needs.
- Objective Advice—You benefit from the advice of financial professionals. They have no products to sell and do not receive a commission for their services. They are not affiliated with any banks or investment firms, so you can be assured that the advice they give you is always objective.

Valuable Information and Counseling

Take the first step by calling to request this valuable service. Then, you'll receive:

- ⇒ A FinancialPoint– Welcome Kit, including comprehensive financial planning questionnaires, asset management education, budgeting and personal finance information, and helpful information sheets that may address many of your current needs.
- ⇒ A customized and comprehensive Financial Plan with information based on an analysis of the financial data you submit. The statements and reports will give you suggestions and guidance for meeting short- and long-term financial goals.
- ⇒ Unlimited Telephone Assistance from FinancialPoint– for up to 12 months to help you with your financial questions.

Contact FinancialPoint® for more information.

Toll-free Anytime: 1-888-243-7351
Email: FCS@financialpoint.com

Commercial Life Insurance. Assist the NOK with contacting the nearest representative or the home office of the insurer for settlement and claim guidance. Provide a certified copy of the death certificate to the local agent.

Credit Life Insurance. Assist the NOK with notifying each company having this coverage.

Credit Unions, Banks, Charge Accounts, Fraternal or Professional Organizations. Assist the NOK with contacting all financial institutions concerning transfer of the accounts to the survivor's name. Also, inquire about any insurance that may be associated with the accounts or organizations.

Savings Bonds. These are either cashed in or reissued at the bank. Advise the widow(er) should contact his or her local banking institution for assistance.

Income Tax Benefits. Contact the local office of Internal Revenue Service for information and guidance regarding federal tax status. Certain death benefits and death related monetary obligations are excluded from gross income for income tax purposes. The NOK of a soldier whose death occurs overseas as a result of terrorist or military action is exempt from paying the

decedent's income tax for at least the year in which the death occurred. Payments made by the DVA are also tax exempt. Additionally, death gratuity is tax exempt.

State Benefits. Many states have laws that provide certain rights, benefits and privileges to the spouse and/or child(ren). These benefits may include bonuses, educational assistance, employment preference, tax exemptions, and others. Seek further information pertaining to a particular state from local Government officials, DVA office, and county veteran's organizations such as the American Legion, Veterans of Foreign Wars, or Disabled American Veterans.

Health Care. An un-remarried surviving spouse and minor children of the Soldier are normally eligible for space-available medical care at military medical facilities or are covered by CHAMPUS (MEDICARE after age 65). Dental coverage (United Concordia Company Incorporated (UCCI) and full CHAMPUS are extended for 1 year after the Soldier's death. Routine dental care may be provided at installations overseas and certain installations in CONUS. Subject to the installation commander's determination of availability, eligible family members may receive inpatient and outpatient care, including pharmacy services at Uniformed Services medical treatment facilities where adequate services and facilities are available. Eligible family members of AD members who died while on AD, who were on AD for at least 30 days before death, will continue to be treated as AD family members for 1 year after their AD sponsor dies. If the spouse remarries someone outside the uniformed services, they are no longer covered. If the marriage is annulled, they may be eligible for reinstatement after the annulment.

TRICARE is the Department of Defense managed health Care program designed to improve beneficiary access to care, assure affordable and high quality care, provide choice, and contain costs to beneficiaries and the Department of Defense. TRICARE offers eligible family members a choice of three health care options, prime, extra, and standard for seeking care under the TRICARE program. Each option has different cost-sharing features and degrees of freedom for using civilian providers. TRICARE service centers are established at or near each military installation to assist family members in obtaining care and services as necessary. TRICARE does not cover dependent parents and parents-in-law; however, they are eligible for care in the military medical treatment facility on a space available basis. For more detailed information on TRICARE, contact the health benefits advisor at the nearest medical treatment facility.

TRICARE-AD Family Members Dental Plan. This is an insurance plan that offers coverage for a wide range of dental services to the enrolled families of AD sponsors. The dental plan is not a CHAMPUS program. It provides dental care distinct from the care authorized under CHAMPUS, which provides coverage for services directly related to identify medical conditions. Civilian dentists provide the care under the Family Members Dental Plan. Either the dentist or the patient may file claims with the civilian contractor operating the dental plan for the Uniformed Services. Sponsors pay a portion of the monthly premiums by payroll deduction and pay a cost share for services provided. If the deceased member was participating in the dental plan for eligible family members at the time of death, coverage for family members enrolled is extended for 3 years following the member's death. For more information about the Family Members Dental Plan, they should contact the health benefits advisor at the nearest military medical treatment facility.

HOMESTEAD PREFERENCE. This is a deduction of county taxes on the widow(er)'s residence. This is normally applied for when the home is bought. If the home is in the spouse's name only, the title must be transferred.

Basic Allowance for Housing (BAH). Surviving dependents of members who die on active duty on or after 11 May 2005, may be allowed to continue to occupy family housing, other than on a rental basis, for 365 days following the member's death. Alternatively, surviving dependents may be paid BAH for a period ending 365 days following the member's death, provided the surviving dependents do not occupy a military housing facility, occupy such a facility on a rental basis, or vacate the military housing facility within 365 days of the member's death. Dependents of those

military members who die before 11 May 2005 continue to be entitled to these benefits for 180 days from the member's death.

Travel/Household Goods. Surviving spouse and family members are entitled to travel at Government expense to their home within 1 year of the Soldier's death. Shipment of household goods at Government expense is also authorized.

CIVIL SERVICE SURVIVOR ANNUITIES. Contact the Officer of Personnel Management should be called at (202) 606-0500 to report a death. The best time to call is 6:00 to 7:00 a.m.

Civil Service Employment for Survivors. Unmarried widow(ers) are entitled to a 10-point preference for Federal Civil Service employment if the Soldier served on AD during any war or during the period 28 April 1952 through 1 July 1955 or in a campaign or expedition for which a campaign or service medal was authorized. For more information, contact the Federal Job Information Center nearest the home of the survivor.

Commissary and Exchange Privileges. The un-remarried surviving spouse and qualified dependents of an AD Soldier or retired Soldier are eligible to shop at military commissaries and exchanges. Subject to the installation commander's determination of availability, the unmarried surviving spouse is eligible for commissary privileges. He or she may, on approval of the local installation commander, let an agent make purchases under certain circumstances. All members of the family living in the house may use purchases.

Government Theaters and Recreation Facilities. The un-remarried surviving spouse and qualified dependents of an AD Soldier or retired Soldier are eligible to use Government theaters and recreation facilities. Family members must have current ID cards. Subject to the installation commander's determination of availability, the base exchange offers various services and facilities, depending on the base's population and what's available from the local civilian sector, such as golf course, gymnasium, bowling alley, hobby shops, barber shops, service stations, clothing stores, dry cleaning, optical shops, package stores, and other sales stores. The unmarried surviving spouse is eligible for Base Exchange services or, on approval of the installation commander, an agent may be allowed to make purchases under certain circumstances.

Transient Quarters. Subject to the installation commander's determination of availability, eligible family members may occupy transient quarters on a space-available basis when approved by the installation commander. Contact the billeting office to determine the commander's policy and to request accommodations. Family members must have current ID Cards.

Military Officers' Association of America (MOAA) Scholarships. MOAA has introduced a scholarship program for the children of Soldiers who die on AD. The information can be found at the MOAA website: <http://www.moaa.org/education/Patriot.asp>

Army Families On Line. The Army is expanding its attempts to keep Survivors linked to the Army family. We all understand that there are several organizations, in addition to internal Army organizations, with a number of excellent programs available to our survivors. The Army's intent is to have a single online information source for military survivors. An excellent tool that needs to be provided to all survivors is the "Army Families Online" website. This is a website with links to various organizations to include Tragedy Assistance Program for Survivors (TAPS), Society of Military Widows, National Association of Military Widows, Survivor Benefit Plan, Compensation for Survivors of US Military Personnel, etc. The website address is: <http://www.armyfamiliesonline.org/skins/WBLO/home.aspx> then click on Smartbook on the left side of page, then "S" for Survivors, scroll down page and there is a "Surviving Spouses" website.

The Tragedy Assistance Program for Survivors, Inc. (TAPS). TAPS was founded in the wake of a military tragedy -- the deaths of eight soldiers aboard an Army National Guard aircraft in November 1992. In the months and years following the loss of their loved ones, the survivors turned to various grief support organizations for comfort; but when they turned to each other for comfort and to share common fears and problems, they found strength and truly began to heal. They realized that the tragedy they shared, losing a loved one in the line of military duty, was far different from other types of losses. They shared pride in their spouses' service to America, and tremendous sadness at the ultimate sacrifice their loved ones made. In talking with each other and people across the country who had lost loved ones in military service, they realized that gaps existed in support once the official casualty case file was closed. And that this follow-up was best done by the private sector, by peers who had the empathy and understanding to help those facing a sudden loss. Much like the national organization founded over twenty years ago to support police survivors, TAPS offers peer support and assists survivors through a wide variety of programs. TAPS has experienced, empathetic caseworkers who act as liaisons, assisting the family members in finding solutions to problems. Working hand in hand with the appropriate federal, state and private agencies, they have been successful in helping find solutions to problems that arise long after the official file has been closed. The website address is: <http://www.taps.org/>.

Grief Support After the Death of a Child. The Compassionate Friends is a national nonprofit, self-help support organization that offers friendship, understanding, and hope to bereaved parents, grandparents, and siblings. There is no religious affiliation and there are no membership dues or fees. The mission of the Compassionate friends is to assist families toward the positive resolution of grief following the death of a child of any age and to provide information to help others be supportive. For more information, visit the website or write or call The Compassionate Friends, Inc., P.O. Box. 3696, Oak Brook, IL 60522-3696, toll-free 877-969-0010, phone (630) 990-0010, fax: (630) 990-0246, website <http://www.compassionatefriends.org/>.

Policy Letter on Deceased Military Star Card Accounts.

For Military Members Killed In Hostile Action

Currently, the Army and Air Force Exchange Service is forgiving the debt of military personnel with Military STAR Card accounts that are killed as a result of hostile action against enemy forces. Other circumstances will be considered on a case-by-case basis. In order to submit a claim for the forgiveness of a military member's Military STAR Card debt, the assigned summary court officer or the next-of-kin is asked to send a certified copy of the deceased military member's death certificate to fax number (214) 312-3040 or (214) 312-2700. If fax capability is not available, please mail the requested death certificate to Military STAR Card Center, P.O. Box 650410, Dallas, Texas 75265-0410. Requests will be verified against the military services' AD death notification report that casualty offices email to deceased@aafes.com. If there are questions on verification, please contact Deceased Accounts at (214) 312-6004 or (877) 891-7827 (extension 6004) between the hours of 0730 and 1600, Monday through Friday. To confirm that a request for the forgiveness of a military member's Military STAR Card debt has been honored, a letter to this effect will be sent to the family of the deceased, signed by the AAFES Treasurer.

For Military Members Who Die On AD

When military personnel with military STAR Card accounts are killed on AD, but not as a result of hostile actions, a letter of condolence / notification of the account and its balance due are sent to the next-of-kin or the estate of the deceased, signed by the Exchange Credit Program Chief. In the letter, next-of-kin are encouraged to contact Deceased Accounts at (214) 312-6004 or (817) 891-7827 (extension 6004) between the hours of 0730 and 1600, Monday through Friday, to discuss any questions regarding the account. Although these accounts of deceased military members are not forgiven, next-of-kin are not necessarily liable to pay the debt. Military STAR, in

consultation with General Counsel, will determine if next-of-kin are liable, or if AAFES can file a claim in probate or other legal proceedings. Communication from attorneys or courts concerning debts of deceased customers should not be answered without first obtaining advice from GC-G&R, (214) 312-3682. If there are any questions concerning this policy letter regarding deceased military personnel Military STAR Card accounts, please contact Deceased Accounts at (214) 312-6004 or (877) 891-7827. This policy letter will be posted on the Military STAR portal at <http://h2.aafes.com/sites/4/1/default.aspx> for future reference.

Procedural Guidance: Access to Dover Air Force Base (AFB) by Families of Casualties

1. The Armed Forces have a strong tradition of support to families and dignified handling of fallen comrades. Although the Military Services strongly recommend the PNOK remain at home after notification of a death, some may elect to travel to Dover AFB. In this event, the Armed Forces will provide a reasonable level of support to the NOK or their designated representative, consistent with available resources and on a not-to-interfere basis with mission operations. Representatives with a military identification have access to the installation, and those without a military identification will be escorted while they are on the installation. If they are on the installation while the aircraft believed to be carrying their loved one or another aircraft carrying remains is scheduled to land, they may view the landing and dignified transfer of remains from a vantage point in view of the arrival area, but will not be allowed to photograph or make a visual recording of the transfer.

The following information should be provided and/or discussed with the PNOK to assist in making an informed decision on whether they should or should not go to Dover:

- Remains of deceased military members often arrive at Dover in a “Believe to Be” status until positively identified by the Armed Forces Medical Examiner. Consequently, there is no way for a NOK to know with certainty whose remains are in the transfer cases being taken from the aircraft. Also, since Dover AFB doesn’t have rooms for viewing of remains after preparation, NOK will be unable to view their loved ones at Dover.
- Aircraft delivering remains may arrive significantly earlier or later than expected.
- Traveling to the closest commercial airports to Dover requires NOK to fly into Philadelphia, PA (1.5 hour drive) or Newark, NJ (2.5 hour drive) or Baltimore, WA, International (2.0 hour drive) to reach Dover AFB.
- Condition of the remains will determine the duration of NOK stay at Dover while awaiting completion of positive identification, autopsy, embalming, and preparation of remains. NOK could experience significant delays and could spend days at Dover. NOK should be prepared to stay in off-base hotels as on base quarters are near full occupancy due to primary mission (aircrews and mortuary staff).
- There may be a delay in coordinating mortuary and casualty affairs support when NOK is en-route to Dover. Important decisions and details about the funeral and interment will likely be delayed while family members are traveling.
- There is no entitlement for funding NOK travel to Dover to view the transfer of remains from aircraft. Families would be required to fund their travel and other associated expenses.
- While family members may desire to escort their loved one’s remains, the Services strongly recommend the use of a uniformed escort as experience has shown air carriers and others in the transportation industry respond more immediately to a uniformed presence.
- If a family member wishes to accompany the remains along with the escort, they need to be made aware that there is a possibility that the airlines may not be able to accommodate them, depending on number of reservations for the flight and other potential problems.

2. The uncertainty of travel arrangements from the location of the casualty, the possible length of the positive identification process, and the absence of facilities to enable the viewing of remains make Dover AFB the least desirable place for family members to meet their loved one's remains. The Armed Forces' tradition of support to families and dignified handling of fallen comrades is best represented when the support is provided in the local area where the NOK reside or where the remains will be laid to rest.

Fatal Accident Briefings

As a reminder, all PNOKs of Soldiers killed due to a training or operational accident are entitled to a formal presentation of the facts and findings of the collateral investigation once approved by the General Court Martial Convening Authority. CAO duties are not complete until the family has either received a copy of the collateral investigation or received a formal presentation; whatever their preference. If the CAO should deploy, PCS, retire, etc. prior to the presentation then a new CAO must be appointed. Investigations may take up to 6 months to complete. The CAC may be responsible for providing a Chaplain to accompany the briefing team.

Public Affairs Office Information. Locations in CAC area.

ILLINOIS

U.S. ARMY FIELD SUPPORT COMMAND / JOINT MUNITIONS COMMAND

LOCATION: Rock Island, IL

PAO: Mr Robert Whistine

POC(s): Mr Daniel Carlson / Ms Linda Theis / Mr Paul Levesque / Ms Margaret Browne / Ms Jacqueline Ashmon / Mr Darryl Howlett / Mr Kevin Kastelic

PHONE: 309-782-5421/6144/6475/1193/7228/3442/3103/4516/6754

DSN: 793

FAX NUMBER: 309-782-5011

MAILING ADDRESS: U.S. Army Field Support Command / Joint Munitions Command

ATTN: AMSJM-PA (Public Affairs)

1 Rock Island Arsenal

Rock Island, IL 61299-6000

ROCK ISLAND ARSENAL

LOCATION: Rock Island, IL

PAO: Ms. Gale L. Smith

POC(s): Mr. Allen Marshall, PA Specialist

PHONE: 309-782-1121(office), 7746 (Gale), 0700 (Allen)

CELL PHONE: 563-340-6611(Gale)

DSN: 793

FAX NUMBER: 309-782-6782

MAILING ADDRESS: Rock Island Arsenal

ATTN: RIA-PA

1 Rock Island Arsenal

Rock Island, IL 61299-5000

WEB SITE: www.ria.army.mil

AFTER-HOURS (24-HOUR) CONTACT NUMBER: 309-782-6116 (Police Desk)

U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND

LOCATION: Rock Island, IL

PAO: Ms. Rebecca Stout

POC(s): Ms. Rebecca Stout / MAJ Doug Cooper

PHONE: 309-782-5838

DSN: 793
FAX NUMBER: 309-782-5351
MAILING ADDRESS: U.S. Army TACOM
1 Rock Island Arsenal
Rock Island, IL 61299-7630
WEB SITE: <http://tri.army.mil> // <http://www-acala1.ria.army.mil>
AFTER-HOURS (24-HOUR) CONTACT NUMBER: 309-782-7380 (Operations Center)

U.S. ARMY INSTALLATION MANAGEMENT AGENCY -- NORTHWEST REGION

LOCATION: Rock Island, IL
PAO: Ms. Vicki M. Stapes
PHONE: 309-782-8339
DSN: 793
FAX NUMBER: 309-782-7566
MAILING ADDRESS: Department of the Army, Installation Management Agency
Northwest Region Office
SFIM-NW-ZP
1 Rock Island Arsenal
Rock Island, IL 61299-6200
WEB SITE: www.ima.army.mil
AFTER-HOURS (24-HOUR) CONTACT NUMBER: 563-355-6960 (Ms. Stapes -- Home)

ILLINOIS NATIONAL GUARD

LOCATION:
PAO: LTC Laurence Andrews
POC(s): Same as above
PHONE: 217-761-3569
DSN: 555
FAX NUMBER: 217-761-3527
WEB SITE: www.ima.army.mil

85th DIVISION (EXERCISE)

LOCATION: Arlington Heights, IL
PAO: MAJ Jayna M. Legg
POC: SSG Christine Jastczemski
PHONE: 847-506-2143 // 1-800-741-4650 ext. 152
FAX NUMBER: 847-506-2170
MAILING ADDRESS: 85th Division Public Affairs Office
1515 West Central Rd
Arlington Heights, IL 60005

38th PUBLIC AFFAIRS OPERATIONS CENTER

LOCATION: Forest Park, IL
PAO: LTC Mike Walton
POC(s): SGM Arthur Leak / SFC David Zerbe / SGT Tracy Christmas / MAJ Willie Harris / Ms Deborah Hartman
PHONE: 708-209-2600 (ext 262/264/265/270)
FAX NUMBER: 708-209-1601
MAILING ADDRESS: 318th Public Affairs Operations Center
7402 W. Roosevelt Rd
Forest Park, IL 60130

416th ENGINEER COMMAND

LOCATION: Darien, IL
PAO: MSG Enid Ramos-Mandell
POC(s): LTC Bill Berg / SPC Mark Burrell

PHONE: 1-800-315-6327 (ext 129 // 127)
CELL PHONE: 630-917-0387 (Emergency Only)
FAX NUMBER: 630-910-8496
MAILING ADDRESS: 416th Engineer Command Public Affairs Office
ATTN: AFRC-ENIL-PA
10S100 South Frontage Road
Darien, IL 60561-1780
WEB SITE: <https://akocomm.us.army.mil/416encom/>
AFTER-HOURS (24-HOUR) CONTACT NUMBER: 630-917-0387

MISSOURI

GENERAL WOOD ARMY COMMUNITY HOSPITAL

LOCATION: Fort Leonard Wood, MO
PAO: Mrs M Elizabeth (Liz) Leuschen

PHONE: 573-596-0552
DSN: 581
FAX NUMBER: 573-596-0524
MAILING ADDRESS: U.S. Army Medical Department Activity
126 Missouri Avenue
ATTN: MCXP-AG (PAO)
Fort Leonard Wood, MO 65473-8952
WEB SITE: www.glwach.army.mil
AFTER-HOURS (24 HOUR) CONTACT NUMBER: 573-596-1784/1987 (AOD/SDNCO/CQ)
573-435-6541 (Mrs. Leuschen -- Home)

U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD

LOCATION: Fort Leonard Wood, MO
PAO: Mike Warren
PHONE: 573-563-4013
DSN: 676
FAX NUMBER: 573-563-4012
MAILING ADDRESS: Public Affairs Office
203 Illinois Avenue, STE 8
Fort Leonard Wood, MO 65473-8936
WEB SITE: <http://www.wood.army.mil>
AFTER-HOURS (24 HOUR) CONTACT NUMBER: 573-563-6126 (Post Staff Duty)

U.S. ARMY RESERVE PERSONNEL COMMAND

LOCATION: St. Louis, MO
PAO: LTC Burt Masters
POCs: MSG Brian Kappmeyer / Raymond Gall / Julia Collins / Andrea Wales
PHONE: 314-592-0726
CUSTOMER SERVICE: 800- 318-5298
CELL PHONE: 314-520-0296
DSN: 892-0726
FAX: 314-592-1015
MAILING ADDRESS: Commander
AR-PERSCOM
Attn: ARPC-ZPA
1 Reserve Way
St. Louis, MO 63132-5200
WEB SITE: WWW.2XCITIZEN.USAR.ARMY.MIL
AFTER HOURS (24-HOUR) CONTACT NUMBER: 314-592-0707 (Staff Duty Officer)
314-521-8749 (Mr. Gall -- Home)

MISSOURI NATIONAL GUARD

LOCATION:

PAO: 1LT Tammy Spicer

PHONE: 573-638-9846

DSN: 555

FAX: 573-638-9848

363RD MOBILE PUBLIC AFFAIRS DETACHMENT

LOCATION: St. Louis, MO

PAO: MAJ George Wright

POC(s): MSG Mark Yehling / Ms Alesha Fultz / SFC Maryanne Mott Mirabella

PHONE: 314-263-9026/9025

FAX NUMBER: 314-263-3357/2761

MAILING ADDRESS: 363rd Mobile Public Affairs Detachment
4301 Goodfellow Blvd.
St Louis, MO 63120-1794

MICHIGAN

U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND

LOCATION: Warren, MI

PAO: Mr Eric Emerton

POC(s): Mr Don Jarosz / Ms Margaret Compton

PHONE: 586-574-5663/8820/6584

DSN: 786

FAX NUMBER: 586-574-5097

MAILING ADDRESS: U.S. Army TACOM
AMSTA-CS-PI//MS 432
6501 E. Eleven Mile Road
Warren, MI 48397-5000

WEB SITE: www.tacom.army.mil

AFTER-HOURS (24-HOUR) CONTACT NUMBER: 586-574-6692 (Operations Center)

1st BRIGADE // 84th DIVISION (IT)

LOCATION:

PAO: CPT Nancy Hansen

POC: MSG Patricia Drury

PHONE: 734-458-6422

FAX NUMBER: 734-427-2940

MAILING ADDRESS: 1st Brigade // 84th Division (IT)
34451 Schoolcraft Rd
Livonia, MI 48150-1399

MICHIGAN NATIONAL GUARD

LOCATION:

PAO: LTC James McCrone

PHONE: 517-483-5600

DSN: 623-0600 (correct phone number)

CELL NUMBER: 517-290-0765

FAX NUMBER: 517-483-5874

300th MILITARY POLICE COMMAND

LOCATION: Inkster, MI

PAO: Vacant

POC: Ms. Ethel Shine
PHONE: 313-561-9406
FAX NUMBER: 313-561-1056 // 1710
MAILING ADDRESS: 300th Military Police Command
3200 S. Beech Daly Rd
Inkster, MI 48141

MINNESOTA

MINNESOTA NATIONAL GUARD

LOCATION:
PAO: LTC Denis Shields
PHONE: 651-282-4684
BEEPER: 612-580-9685
DSN: 825
FAX NUMBER: 651-282-4541/4028

88th REGIONAL SUPPORT COMMAND PUBLIC AFFAIRS OFFICE

LOCATION: Fort Snelling, MN
PAO: LTC Brenda Jenkins
POC(s): CPT Michael Stella / Mr Bill Geddes / Mr Mike Walton / MSG Betsey DePoint / Ms Dianne Litzinger / MAJ Julie Flom / Ms Susanne Aspley
PHONE: 612-713-3011/3012/3013/3153/ 800-843-2769 (ext 3013)
DSN: 783
FAX NUMBER: 612-713-3519
MAILING ADDRESS: 88TH RRC Public Affairs Office
ATTN: AFRC-CMN-PAO
506 Roeder Circle
Fort Snelling, MN 55111-4009
WEB SITE: www.usarc.army.mil//88thrsc//
AFTER-HOURS (24-HOUR) CONTACT NUMBER: 651-735-0003 (CPT Stella -- Home) 651-334-3338 (CPT Stella -- cell) 612-926-6743 (Mr. Geddes -- Home) 612-720-3849 (Mr. Geddes -- cell) 952-435-3068 (Mr. Walton -- Home) 612-232-5887 (Mr. Walton -- cell)

364TH MOBILE PUBLIC AFFAIRS DETACHMENT

LOCATION: St. Paul, MN
PAO: MAJ Eric J. Larson
POC(s): MSG Patrick Madden / SFC Daniel Ware / Mr Michael LaForce
PHONE: 800-843-2769 (ext 3341/3340/3338)
FAX NUMBER: 612-713-3496
MAILING ADDRESS: 364th Mobile Public Affairs Detachment
506 Roeder Circle
St. Paul, MN 55111-4009

WISCONSIN

FORT MCCOY

LOCATION: Fort McCoy, WI
PAO: Ms Linda Fournier
POC(s): Ms Lou Ann Mittelstaedt
PHONE: 608-388-4209/3456/4128
DSN: 280
FAX NUMBER: 608-388-3749
MAILING ADDRESS: Fort McCoy Public Affairs Office
ATTN: AFRC-FM-PAO

100 East Headquarters Road
Fort McCoy, WI 54656-5263
WEB SITE: www.mccoy.army.mil
AFTER-HOURS (24-HOUR) CONTACT NUMBER: 608-388-2266 (Staff Duty)

84th DIVISION (INSTITUTIONAL TRAINING)

LOCATION: Milwaukee, WI
PAO: MAJ Peter Berres
PHONE: 800-955-2685 (ext 5721)
FAX NUMBER: 414-535-5702
MAILING ADDRESS: 84th Division (Institutional Training)
4828 W. Silver Spring Dr.
Milwaukee, WI 53218
AFTER-HOURS (24-HOUR) CONTACT NUMBER: 920-988-6558 (MAJ Peter Berres-cell)

WISCONSIN ARMY NATIONAL GUARD

LOCATION: Madison, WI
PAO: LTC Tim Donovan
PHONE: 608-242-3050/3053
DSN: 724
CELL: 608-516-1777
FAX NUMBER: 608-242-3051
MAILING ADDRESS: Wisconsin National Guard
ATTN: WING-PAO
2400 Wright Street
Madison, WI 53704
WEB SITE: <http://badger.state.wi.us/agencies/dma/>
AFTER-HOURS (24-HOUR) CONTACT NUMBER: 608-516-1777

Order of Precedence for Determining the Primary Next of Kin (PNOK), Person Eligible to Receive Personal Effects (PERE), and Person Authorized to Direct Disposition (PADD).

- **PNOK**

- Spouse
- Natural, adopted, step and illegitimate children
- Parents
- Persons standing in loco parentis
- Persons granted legal custody by a court decree or statute
- Brothers or sisters, to include half-blood and adopted
- Grandparents
- Other relatives in order or relationship according to civil laws

- **Secondary NOK (SNOK) - NOK other than the PNOK**

- **PERE**

- Legal representative (duly appointed executor or administrator of the deceased or missing person's estate)
- Spouse
- Child (eldest, born in or out of wedlock or adopted)
- Parents (the elder, unless parental rights have been terminated)
- Sibling (eldest)
- Other blood relative in order of priority and then seniority
- A person standing in loco parentis

- A person named as beneficiary in a will
- HQDA
- **PADD**
 - Designated blood relative listed on Soldier's DD Form 93 (Record of Emergency Data)
 - Surviving spouse, even if a minor
 - Sons or daughters who have reached age of majority in order of seniority
 - Parents in order of seniority unless legal custody was granted to another person by reason of court decree or statutory provisions
 - That blood or adoptive relative of the individual who was granted legal custody of the individual by reason of a court decree or statutory provisions
 - The elder sibling who has reached the age of majority in the order of seniority
 - Grandparents in order of seniority
 - Other adult blood relatives in order of relationship to the individual under the laws of the deceased's domicile
 - Remarried surviving spouse
 - Person in loco parentis
 - Legal representative of the estate
 - Personal friend of the deceased
 - HQDA

Required viewing:

<http://www.ucsf.edu/dnscp/USArmyTraining/test.htm>

<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/SurvivorsGuide/index.html>

<https://www.hrc.army.mil/site/active/tagd/cmaoc/cao/index.html>